MODEL

FO-DC500/FO-DC600



DOCUMENT COMMUNICATION SYSTEM

OPERATION MANUAL

1. Installation
2. Sending and Receiving Documents
3. Network Scanner Option
4. Network Printer Option
5. Making Copies
6. Special Functions
7. Optional Settings
8. Printing Lists and Reports
9. Maintenance
10. Troubleshooting

SHARP®

U.S.A.

WARNING - FCC Regulations state that any unauthorized changes or modifications to this equipment not expressly approved by the manufacturer could void the user's authority to operate this equipment.

Note: This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

ABOUT THE TELEPHONE CONSUMER PROTECTION ACT OF 1991

"The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission the following information:

(1) The date and time of transmission.

(2) Identification of either the business, business entity or individual sending the message.

(3) Telephone number of either the sending machine, business, business entity or individual.

In order to program this information into your facsimile machine, please refer to the appropriate instructions in the operation manual."



As an ENERGY STAR® partner, SHARP has determined that this product meets the ENERGY STAR® guidelines for energy efficiency.

Canada

This product meets the applicable Industry Canada technical specifications

The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

Introduction

Welcome, and thank you for choosing a SHARP FO-DC500/600 Document Communication System. The features and specifications of the system are shown below.

Automatic dialing	Conventional Auto Dialing: Rapid Key Dialing: 59 numbers Speed Dialing FO-DC500: 100 numbers FO-DC600: 200 numbers Personal Auto Dial Books FO-DC500: 20 books FO-DC600: 40 books (59 Rapid Keys, 16 Speed Dial numbers per book)
Memory size*	FO-DC500: 8 MB (approx. 500 pages) FO-DC600: 16 MB (approx. 1,000 pages) Optional memory: FO-8MK (8 MB; approx. 500 pages)
Modem speed	33,600 bps (max.) with automatic fallback to lower speeds.
Transmission time*	Approx. 2 seconds
Toner cartridge yield (continuous printing, 4% page coverage, letter paper)	**Initial starter cartridge** (included with machine): Approx. 3000 pages **Replacement cartridge (FO-50ND):** Approx. 6000 pages
Drum cartridge yield	**Initial starter cartridge** (included with machine): 20,000 pages (ave.) **Replacement cartridge (FO-47DR):** 20,000 pages (ave.)
Resolution	Standard: 203 x 98 lines/inch (8 x 3.85 lines/mm) Fine/Halftone: 203 x 196 lines/inch (8 x 7.7 lines/mm) Super fine: 203 x 391 lines/inch (8 x 15.4 lines mm) Ultra fine: 406 x 391 lines/inch (16 x 15.4 lines/mm)
Halftone (grayscale)	64 levels

*Based on ITU-T Test Chart #1 at standard resolution, excluding time for protocol signals (i.e., ITU-T phase C time only).

Automatic document feeder	Letter paper (20 lb): Max. 50 pages Legal paper: Max. 20 pages (Note: 11” x 17” paper must be loaded one page at a time.)
Paper capacity	FO-DC500: 250 sheets (20 lb) FO-DC600: 750 sheets (20 lb) (500-sheet cassette available as option)
Compression scheme	MMR, MR, MH, Sharp (H2), JBIG
Applicable telephone line	Public switched telephone network
Compatibility	ITU-T (CCITT) G3 mode, Super G3 mode
Printing resolution	**Horizontal:** 406 lines/inch (16 lines/mm) **Vertical:** 391 lines/inch (15.4 lines/mm)
Input document size	Automatic feeding: Width: 5.8 to 10.1" (148 to 256 mm) Length: 5.0 to 14.3" (128 to 364 mm) Manual feeding: Width: 5.8 to 11.0" (148 to 279 mm) Length: 5.0 to 19.0" (128 to 483 mm)
Effective Scanning width	10" (256 mm) max.
Effective Printing width	8.0" (203 mm) max.
Printing speed	16 ppm
Reception modes	Auto/Manual
Instascan speed	1.3 sec/page (letter paper; scan time only, excludes document feeding time)
Full Dual Access	Yes
Copy function	Single/Multi/Sort (99 copies/page)
Power requirements	120 V AC, 60 Hz
Operating temperature	50 - 86°F (10 - 30°C)
Humidity	20 to 85% RH

Power consumption	**FO-DC500**	**FO-DC600**
	Standby: 9 W	9 W
	Standby (all options installed): 16 W	16W
	Maximum: 760 W	800 W
Dimensions	**FO-DC500**	**FO-DC600**
	Width: 21.5" (546 mm)	21.5" (546 mm)
	Depth: 16.2" (412 mm)	16.2" (412 mm)
	Height: 13.6" (346 mm)	17.0" (431 mm)
	(Not including paper tray or attachments)	
Weight	Approx. 31.3 lbs. (14.2 kg)	48.5 lbs. (22.0 kg)
	(Not including supplies, paper tray or attachments)	

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important safety information

Be sure to save these instructions!

When using this equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock and injury to persons, including the following:

- CAUTION: To reduce the risk of fire, use only No. 26 AWG or larger telecommunication line cord.
- Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.
- This machine must only be connected to a 120 V, 60 Hz, grounded (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine and invalidate the warranty.
- Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Take care not to spill any liquids on the machine.
- Use only the power cord provided with the machine. Do not use an AC extension cord.

- Unplug the machine from the telephone jack and then the power outlet and consult a qualified service representative if any of the following situations occur:
  - Liquid has been spilled into the machine or the machine has been exposed to rain or water.
  - The machine produces odors, smoke, or unusual noises.
  - The power cord is frayed or damaged.
  - The machine has been dropped or the housing damaged.
- Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.
- Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot safely remove, unplug the machine and consult a qualified service representative.
- Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.
- Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.
- Do not use a telephone to report a gas leak in the vicinity of the leak.
- The power outlet must be installed near the equipment and must be easily accessible.

Important:

- This machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.
- This machine is not compatible with digital telephone systems.

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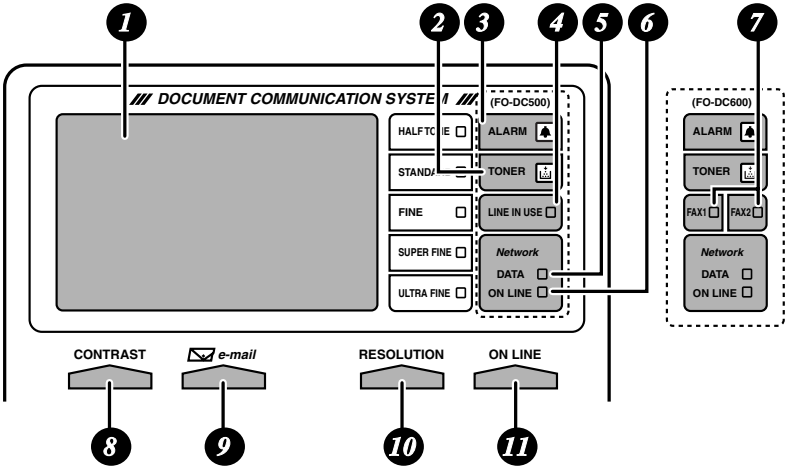
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A Look at the Operation Panel

Upper panel



1 **Display**
This displays messages and prompts to help you operate the machine. The backlight turns on whenever a key is touched, and then automatically turns off after a preset time if no further operations are performed. The display can be tilted to the desired angle for easy viewing.

2 **TONER indicator**
This blinks when the toner cartridge nears empty, and lights steadily when the toner cartridge needs replacement.

3 **ALARM indicator**
This blinks when one of the paper sources is empty or the drum cartridge is near the end of its life (printing is still possible). This lights steadily when the drum cartridge has reached the end of its life, all paper sources are empty, the print compartment cover is open, or a paper jam has occurred (printing is not possible). A message will appear in the display to indicate the problem.

4 **LINE IN USE light (FO-DC500 only)**
This lights when the machine is using the telephone line.

5 **DATA light**
This blinks when the machine is receiving a print job over the network (only when the network printer option is installed).

6 **ON LINE light**
When this light is on, the machine can receive data (print jobs) over the network. The light is turned on or off with the ON LINE key. (Only available when the network printer option is installed).

7 **FAX1 / FAX 2 lights (FO-DC600 only)**
When the dual line option is installed, FAX 1 lights when Line 1 is being used and FAX 2 lights when Line 2 is being used.
When the dual line option is not installed, only FAX 1 lights when the telephone line is being used (the FAX 2 light does not operate).

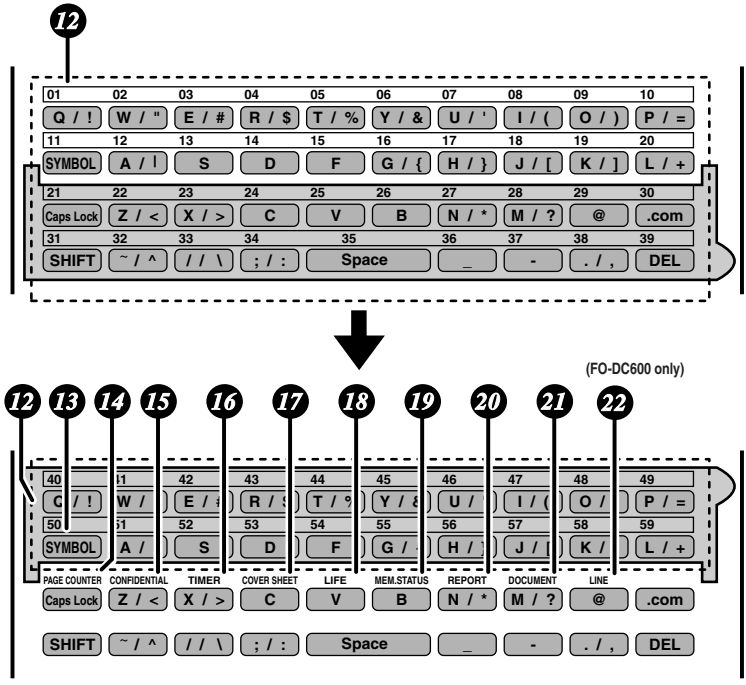
8 **CONTRAST key**
Press this key to adjust the contrast before sending or copying a document.

9 **E-mail key**
Press this key to send a scanned document to an e-mail recipient. (Only available when the network scanner option is installed).

10 **RESOLUTION key**
Press this key to adjust the resolution before sending or copying a document. An indicator will light next to the selected setting (HALFTONE, STANDARD, FINE, SUPER FINE or ULTRA FINE).

11 **ON LINE key**
Press this key to select whether the machine is online or off-line (the ON LINE light is on when the machine is online). The machine must be online to receive print jobs over the network. (Only available when the network printer option is installed).

Middle panel (Rapid Key pad)



12 **Rapid Dial Keys**
Press one of these keys to dial a fax number automatically, or specify an e-mail recipient if the network scanner option is installed. Note that you must attach the Rapid Key labels. When navigating through the display menu, a Rapid Key can also be pressed in place of the numeric keys to enter a two-digit number (for example, you can press Rapid Key 01 to enter the number "01").

13 **SYMBOL key**
When entering a name, press this key to enter the symbol on a letter key (the character to the right of the slash). Press the key again to turn off symbol entry mode.

14 **PAGE COUNTER key**
Press this key to include a slash and the total number of pages after each page number on the pages of a transmitted document.

15 **CONFIDENTIAL key**
Press this key to send or print out a confidential document.

16 **TIMER key**
Press this key to set a fax operation to be performed automatically at a later time.

17 **COVER SHEET key**
Press this key to include a cover sheet when sending a fax.

18 **LIFE key**

Press this key, followed by 

, to check the total number of pages printed by the machine. (Press 

to return to the date and time display.)

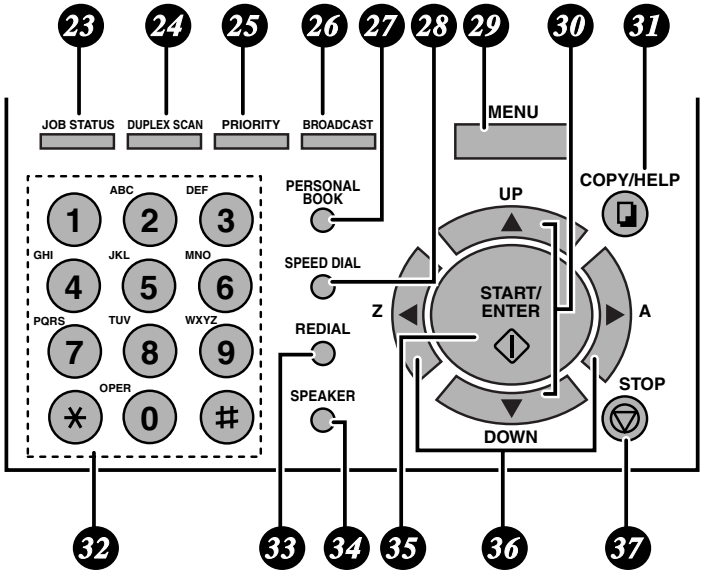
19 **MEM. STATUS key**
Press this key to check the status of fax transmission jobs, copy jobs, and fax receptions. This key can also be used to cancel a job.

20 **REPORT key**
Press this key to print out a report on the most recently completed transmission or reception.

21 **DOCUMENT key**
Press this key to transmit a document directly from the feeder without reading it into memory.

22 **LINE key (FO-DC600 only)**
When the dual line option has been installed, press this key before dialing to select the line.

Lower panel



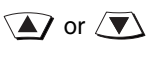
23 **JOB STATUS key**
Press this key to display the FAX STATUS screen, which shows information on the fax job that is currently in progress. If the dual line option is installed, the fax status will appear separately for each line. If the network printer option is installed, the NETWORK PRINT STATUS screen showing information on current printer activity will appear following the FAX STATUS screen (note that "IDLE" will appear if a print job has been executed but is not yet being printed). To move through each of the screens and return to the date and time display, press JOB STATUS one or more times as needed.

24 **DUPLEX SCAN key**
Press this key to transmit, copy, or scan a two-sided document.

25 **PRIORITY key**
Press this key when you need to transmit a document ahead of other documents waiting in memory for transmission.

26 **BROADCAST key**
Press this key to send a document to a group of fax machines, or to a group of e-mail recipients if the network scanner option is installed.

27 **PERSONAL BOOK**
Press this key to use or store an auto-dial number in a personal book. If the book has a passcode, enter the passcode; otherwise, select the book with



28 **SPEED DIAL key**
Press this key to dial a Speed Dial number.

29 **MENU key**
Press this key to select special functions and settings.

30 **UP and DOWN arrow keys**
Volume setting: Press these keys to change the speaker volume when the **SPEAKER** key has been pressed, or the ringer volume at any other time.
MENU key settings: Press these keys after pressing the **MENU** key to scroll through the **MENU** key settings.

31 **COPY/HELP key**
When a document is in the feeder, press this key to make a copy of a document. At any other time, press this key to print out the Help List, a quick reference guide to the operation of the machine.

32 **Dial keypad (numeric keys)**
Use these keys to dial and program fax numbers.

33 **REDIAL key**
Press this key to automatically redial the last number dialed.

34 **SPEAKER key**
Press this key when faxing a document by Normal Dialing to listen to the line and verify the response of the receiving fax machine.

35 **START/ENTER key**
Press this key to begin fax transmission when using Speed Dialing, Direct Keypad Dialing, or Normal Dialing. This key is also used to select settings in the **MENU** key menu and complete entries when storing names and numbers.

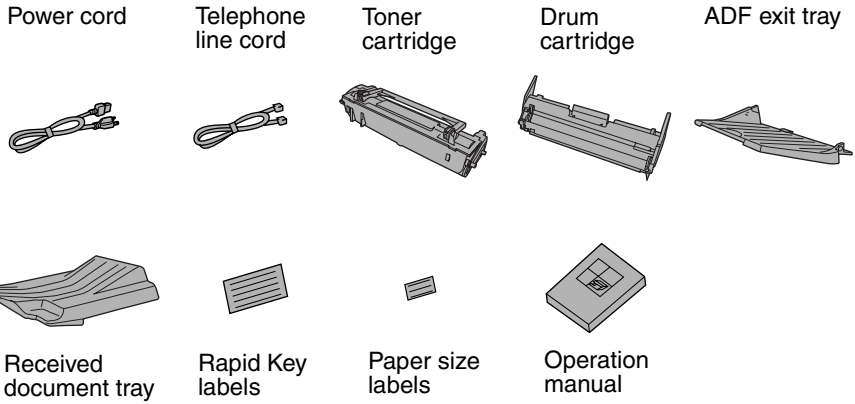
36 **Left and right arrow keys**
Press these keys to search for an auto-dial number when sending a document.

37 **STOP key**
Press this key to cancel an operation before it is completed.

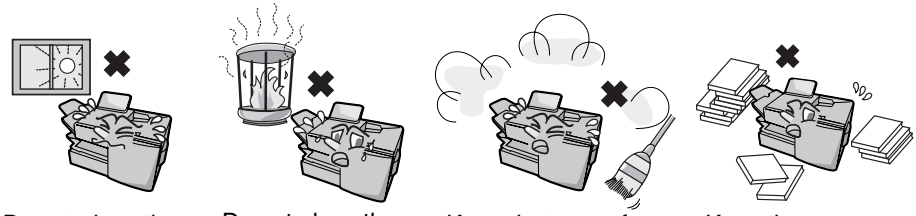
1. Installation

Unpacking Checklist

Before setting up, make sure you have all of the following items. If any are missing, contact your dealer.



Points to keep in mind when setting up



Do not place the machine in direct sunlight.

Do not place the machine near heaters or air conditioners.

Keep dust away from the machine.

Keep the area around the machine clear.

About condensation

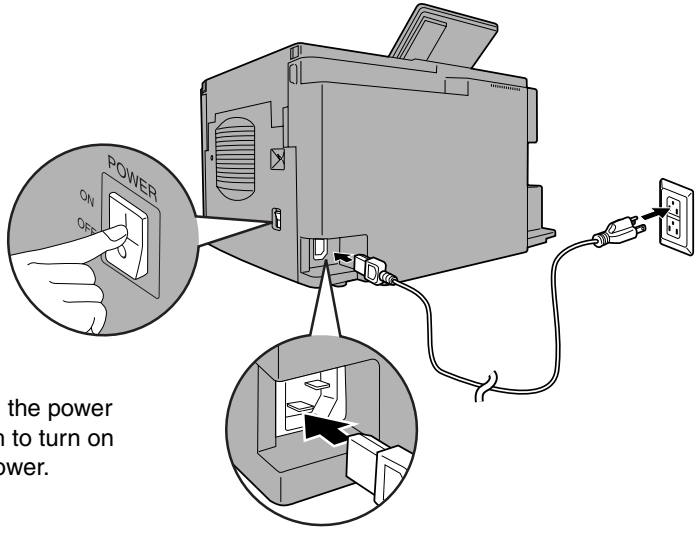
If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

Connections

Connecting the power cord

Connect the female end of the power cord to the machine as shown. Insert the male end into a 120 V, 60 Hz, grounded (3-prong) AC outlet.

Important!
The machine requires its own dedicated power outlet. The power outlet must not be shared with any other devices. In particular, do not use an extension cord to connect multiple devices to the outlet.

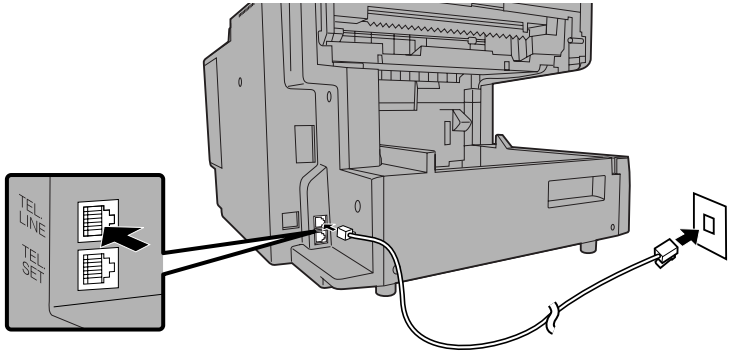


Press the power switch to turn on the power.

Note: If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased at most telephone specialty stores.

Connecting the telephone line cord

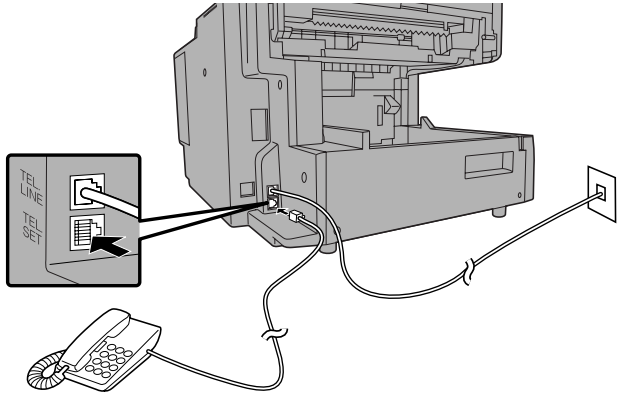
Insert one end of the line cord into the jack on the back of the machine marked **TEL. LINE**. Insert the other end into a standard (RJ11C) single-line wall telephone jack.



Note: The machine is set for touch-tone dialing. If you are on a pulse dial (rotary) line, you must set the machine for pulse dialing by changing Option Setting 22. See page 184.

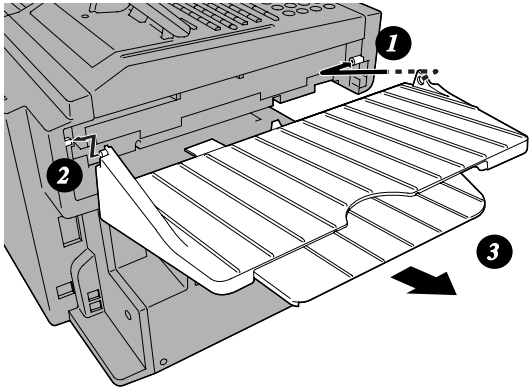
Connecting a telephone (optional)

If desired, you can connect a telephone to the **TEL. SET** jack on the back of the machine.



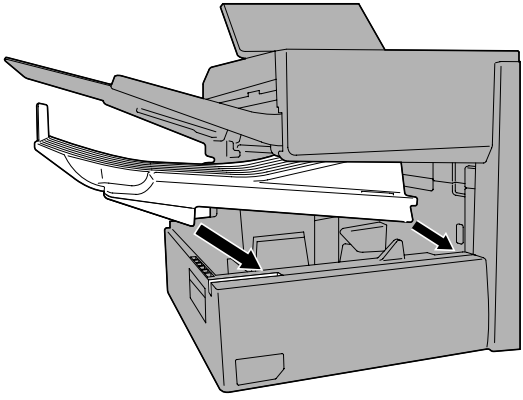
Attaching the ADF exit tray

Insert the protrusion on the right side of the machine into the hole in the right side of the ADF exit tray ❶, then bend the tray slightly and insert so that the protrusion on the left side of the machine goes into the hole on the left side of the ADF exit tray ❷. Pull out the tray extension ❸.



Attaching the received document tray

Slide the received document tray into the machine as shown. When it stops, lift the end slightly and push in so that the tray locks into place.



Important!
The received document tray must be attached for the machine to operate properly.

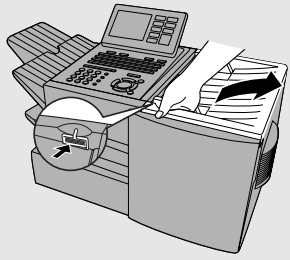
Installing the Print Cartridges

Follow the steps below to install or replace the toner and drum cartridges.

- The initial starter toner cartridge included with the machine can print approximately 3000 letter-size pages (4% coverage of each page; continuous printing).
- The replacement toner cartridge (FO-50ND) can print approximately 6000 letter-size pages.
- The drum cartridge (FO-47DR) can print approximately 20,000 letter-size pages.

1 **Press the cover release to open the print compartment cover.**

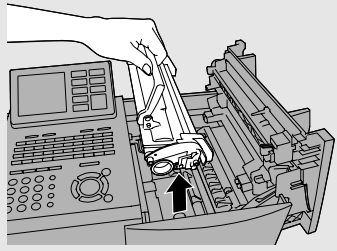
- **Caution!**
  The fusing unit inside the print compartment becomes very hot during operation. Be careful not to touch the inside of the compartment.



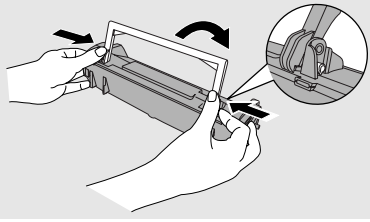
2 **If you are replacing the toner cartridge, remove the old cartridge and dispose of it according to local regulations.**

Go directly to Step 5 if you are only replacing the toner cartridge and not the drum cartridge.

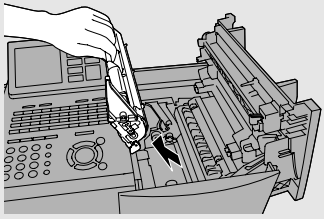
- If you are replacing the drum cartridge but not the toner cartridge, remove the toner cartridge and place it on a sheet of paper.



To make the cartridge more compact for disposal, press the buttons on the ends of the handle and fold the handle down.

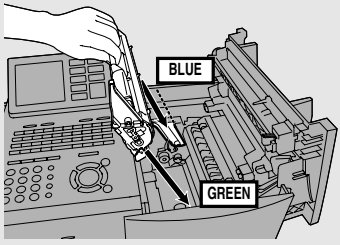


3 **If you are replacing the drum cartridge, remove the old cartridge and dispose of it according to local regulations.**

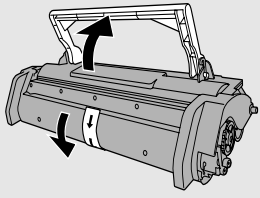


4 **Remove the new drum cartridge from its packaging. Insert the drum cartridge into the print compartment.**

- **Caution!** Excessive exposure to light will damage the drum cartridge. Install the cartridge promptly after removing it from its packaging.
- Make sure the drum cartridge is inserted in as far as it will go.

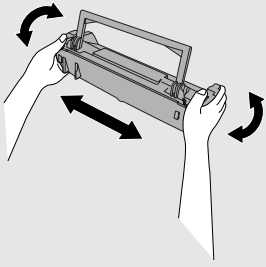


5 **If you are installing a new toner cartridge, remove the new toner cartridge from its packaging. Remove the tape from the cartridge and then open the cartridge handle so that it stands straight up.**



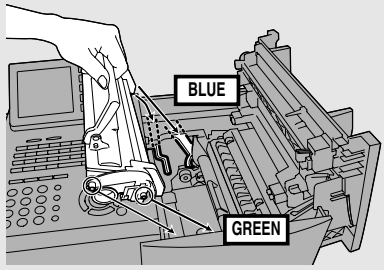
6 **Shake as indicated by the arrows to distribute the toner evenly within the cartridge.**

- If the toner is still lumpy after shaking, the gears in the cartridge may make a noticeable sound when the print compartment cover is closed after installing the cartridge. This is normal and does not indicate a problem.

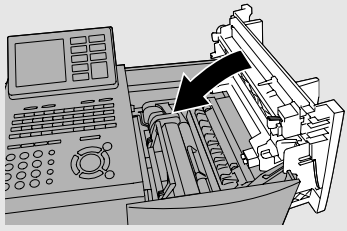


7 **Hold the toner cartridge by the handle and insert it into the print compartment.**

- Make sure the toner cartridge clicks into place.
- The handle can be left standing up.



8 **Close the print compartment cover.**



9 **Reset the drum counter by pressing LIFE/V (flip up the Rapid Key overlay), ▲ or ▼ until DRUM COUNTER CLEAR is selected in the display, and then START/ENTER twice.**

- **Note:** The toner counter automatically resets each time you replace the toner cartridge. There is normally no need to reset the toner counter manually. Should you find it necessary to manually reset the toner counter, press LIFE/V (flip up the Rapid Key overlay), ▲ or ▼ until TONER COUNTER CLEAR is selected, and then START/ENTER twice.

Note: The print compartment cover may become noticeably warm if a large number of pages are successively printed. This is normal and does not indicate a problem in the machine.

When to replace the toner cartridge

When the toner cartridge nears empty (about 100 pages can still be printed), the toner cartridge indicator on the operation panel will blink. When the toner cartridge is empty, the toner cartridge indicator will light steadily and REPLACE TONER will appear in the display. Printing will no longer be possible. Use the following replacement toner cartridge:

Sharp FO-50ND toner cartridge

Hint:
When the toner cartridge nears empty, try taking it out of the machine and shaking it. This may increase the number of pages that can be printed before the toner runs out.

When to replace the drum cartridge

When the drum cartridge nears the end of its life, the ALARM indicator on the operation panel will blink and DRUM LIFE REACHED will appear in the display (this message appears when approximately 1000 pages can still be printed). Use the following replacement drum cartridge:

Sharp FO-47DR drum cartridge

Loading Printing Paper

You can load up to 250 sheets of letter or legal paper (max. 20 lbs.) in the paper tray.

FO-DC500: A paper cassette is available as an option. Up to 500 sheets of letter or legal paper can be loaded in the paper cassette.To have the cassette installed, consult your dealer.

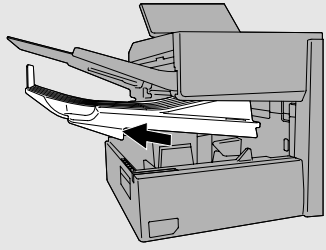
FO-DC600: One paper cassette is included as a standard feature. An additional paper cassette is available as an option. Up to 500 sheets of letter or legal paper can be loaded in each paper cassette.To have an additional cassette installed, consult your dealer.

Important: Do not use the back side of paper that has already been printed on.

Note: If you need to add paper to the tray or cassette while paper still remains, remove the remaining paper and combine it into a single stack with the new paper.

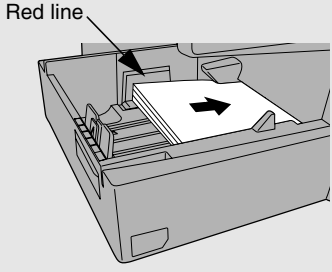
Loading paper in the paper tray

1 **Remove the received document tray.**

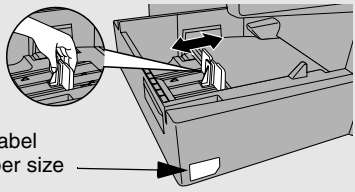


2 **Insert a stack of paper into the tray, print side up.**

- **Important!** The stack of paper must not be higher than the red line on the paper tray.

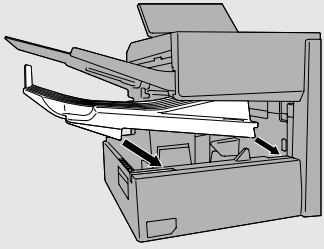


3 **Squeeze the paper guide and move it to match the length of the paper you are loading.**



4 **Replace the received document tray.**

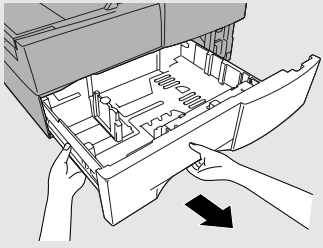
- The received document tray must be attached for the machine to operate properly.



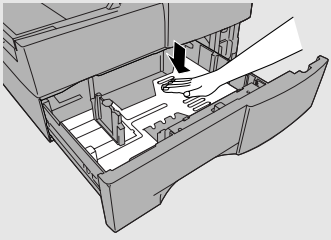
Loading paper in the paper cassette (if installed)

Note: To use A4 paper in the paper cassette, you must have a service technician adjust the cassette.

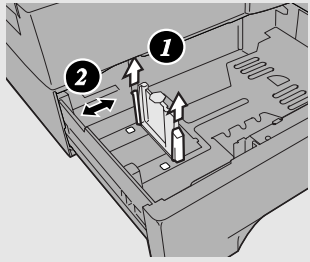
1 **Grasp the hand-hold on the cassette and pull the cassette out until it stops.**



2 **Push the pressure plate down until it locks into position.**

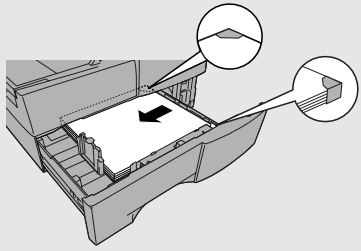


3 **Squeeze the paper guide and pull up to move it to the appropriate holes for the length of the paper. Push the guide down into the holes.**

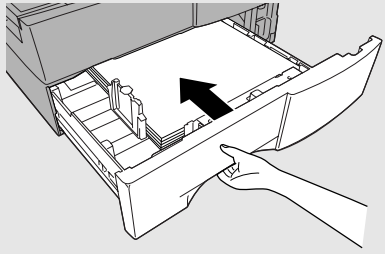


4 **Place a stack of paper in the cassette, print side up.**

- Make sure the stack of paper is not higher than the two tabs on the paper guide and the two metal tabs. If it is, remove some of the paper.
- If you find it difficult to load the paper, remove the cassette from the machine. (Pull the cassette out as far as it will go, grasp the left side of the cassette with your left hand, and then lift it up and out with both hands.)



5 **Push the cassette back into the machine, making sure it clicks into place.**



Entering Your Name and Fax Number

Before you can begin using the machine, you must program your name and fax number. Once you program this information, it will appear automatically at the top of each fax page you send.

Important!
FCC regulations require that your name, telephone/fax number, and the date and time appear on each fax message you send. Enter your name and fax number here and set the date and time as explained in the following section to have the machine include this information automatically at the top of your fax messages.

Note: If you have installed the dual-line option, use the procedure on page 66 to enter your name and the number of each line.

1 **Press MENU and then ▲ or ▼ until ENTRY MODE is selected in the display.**

Display:

```
MENU MODE
   1:RECEIVE MODE
   2:LISTING MODE
▶ 3:ENTRY MODE
```

2 **Press START/ENTER and then ▲ or ▼ until OWN PASSCODE SET is selected.**

```
ENTRY MODE
   01:DESTINATION SETTING
   02:PASSCODE SETTING
▶ 03:OWN PASSCODE SET
```

3 **Press START/ENTER.**

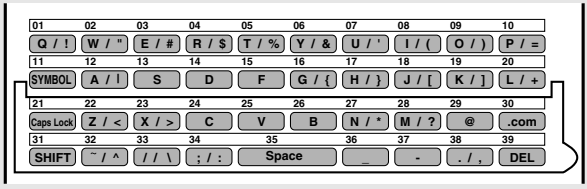
```
OWN PASSCODE SET
   SENDER'S NUMBER
```

4 **Enter your fax number (max. of 20 digits) by pressing the numeric keys.**

- To insert a space between digits, press #.
- To clear a mistake, press STOP.

5 **Press** START/ENTER.

6 **Flip the Rapid Key overlay down (if it is up), and enter your name by pressing the appropriate letter keys as shown below. (Max. of 24 characters.)**
Example: SHARP = Caps Lock S H / } A / | R / $ P / =



- To enter a space, press Space.
- To change case, press Caps Lock .
- To clear a mistake, press DEL .
- To enter a number as part of a name, press the appropriate numeric key. To enter the symbol on a letter key (the character to the right of the slash), press SYMBOL ("SYM" will appear in the display) and then the letter key (press SYMBOL again to turn off symbol entry mode).
- To move the cursor, press ◀ or ▶. To switch between letter insertion and letter replacement mode when the cursor is in the middle of a sequence of letters, press MENU.

7 **Press** START/ENTER.

8 **Press** STOP **twice to return to the date and time display.**

Setting the Date and Time

The date and time appear in the display, in reports, and at the top of each page you transmit. Set the date and time by pressing the keys on the operation panel as shown below.

1 **Press MENU and then ▲ or ▼ until ENTRY MODE is selected in the display.**

Display:

```
MENU MODE
   1:RECEIVE MODE
   2:LISTING MODE
▶ 3:ENTRY MODE
```

2 **Press START/ENTER and then ▲ or ▼ until DATE&TIME SET is selected.**

```
ENTRY MODE
   01:DESTINATION SETTING
   02:PASSCODE SETTING
   03:OWN PASSCODE SET
▶ 04:DATE&TIME SET
```

3 **Press START/ENTER.**

The currently set date and time appear

```
DATE&TIME SET MODE
 01-10-2003
 TIME 11:35 AM
```

4 **Enter a two-digit number for the month ("01" for January, "02" for February, "12" for December, etc.).**

Example: March 0 3

- To correct a mistake, press ◀ to move the cursor back to the mistake and then enter the correct number.

5 **Enter a two-digit number for the day ("01" to "31").**

Example: The 5th 0 5

6 **Enter the year (four digits).**

Example: 2003 (2) (0) (0) (3)

7 **Enter a two-digit number for the hour (“01” to “12”) and a two-digit number for the minute (“00” to “59”).**

Example: 9:25 (0) (9) (2) (5)

8 **Press** (*) **to select A.M. or** (#) **to select P.M.**

9 **Press** (START/ENTER) **to start the clock.**

10 **Press** (STOP) **twice to return to the date and time display.**

Daylight Saving Time

If desired, you can set the clock to move forward and backward automatically at the beginning and end of Daylight Saving Time.

1 **Press MENU and then ▲ or ▼ until ENTRY MODE is selected in the display.**

Display:

```
MENU MODE
  1:RECEIVE MODE
  2:DESTINATION SETTING
▶ 3:ENTRY MODE
```

2 **Press START/ENTER and then ▲ or ▼ until DAY LIGHT SAVING is selected.**

```
  02: PASSCODE SETTING
  03:OWN PASSCODE SET
  04:DATE&TIME SET
▶ 05: DAY LIGHT SAVING
```

3 **Press START/ENTER.**

```
DAY LIGHT SAVING
  1=YES
  2=NO
```

4 **Press 1 to turn on the Daylight Saving Time function, or 2 to turn it off.**

5 **Press STOP twice to return to the date and time display.**

Volume Adjustment

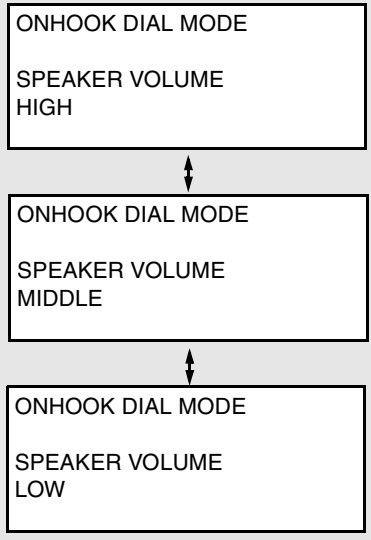
You can adjust the volume of the speaker and ringer using ▲ and ▼.

Speaker

1 **Press SPEAKER.**

2 **Press ▲ or ▼ to select the desired volume level.**

Display:



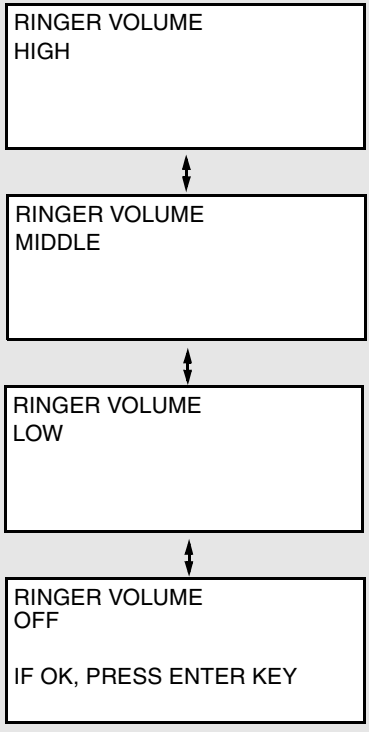
3 **Press SPEAKER to turn off the speaker.**

Ringer

1 **Press the ▲ or ▼ to select the desired volume level. (Make sure SPEAKER has not been pressed.)**

- The ringer will ring once at the selected level, and then the date and time will reappear in the display.

Display:



2 **If you selected "RINGER VOLUME OFF" to turn off the ringer, press START/ENTER to confirm your selection.**

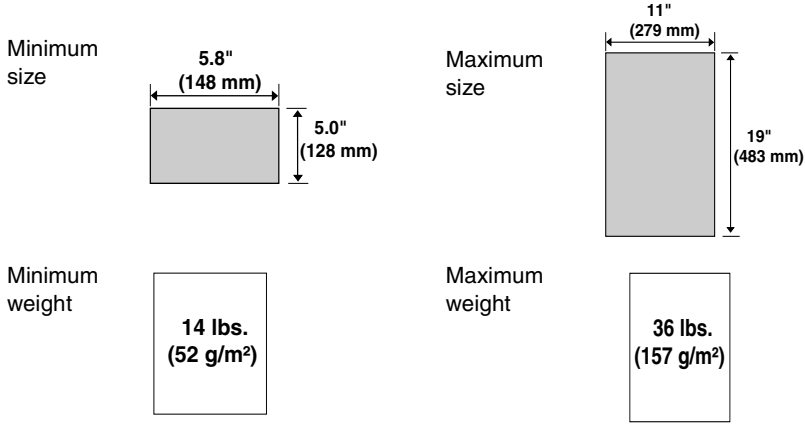
2. Sending and Receiving Documents

Transmittable Documents

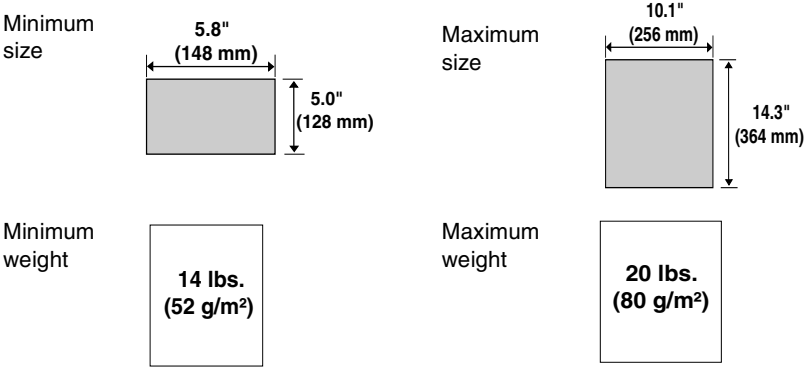
Size and weight

The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.

Loading one page at a time:



Loading multiple pages at once (letter-size: max. 50 pages, legal-size: max. 20 pages):



Note: 11” x 17” paper must be loaded one page at a time.

Maximum scanning area

The area of the document that the machine can scan is slightly smaller than the actual document size. Any letters or graphics outside this area will not be scanned.

Maximum scanning width:	10 inches (256 mm)
Maximum scanning length:	The length of the document minus 0.16 inches (4 mm) from the top and bottom of the document.

Other restrictions

- The scanner cannot recognize yellow, greenish yellow, or light blue ink.
- Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slick, coated surface should be photocopied, and the copy loaded in the feeder.

Loading the Document

Up to 50 letter-sized pages (20 legal-sized pages) can be placed in the feeder at one time. The pages will automatically feed into the machine starting from the bottom page.

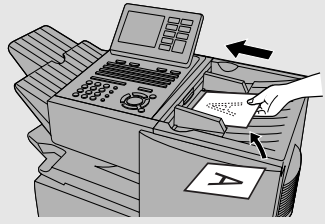
- ♦ If you need to send or copy more than 50 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ♦ If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.

1 **Adjust the document guides to the width of your document.**



2 **Place the document face down and push it gently into the document feeder. The top edge of the document should enter the machine first.**

- SEND READY will appear in the display.



Note: When inserting a large number of pages in the feeder, slant the front end of the stack so that the bottom pages enter first.



3 Adjust the resolution and/or contrast settings (if desired) and then dial the receiving machine as explained in the following sections.

Adjusting the Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.

Resolution

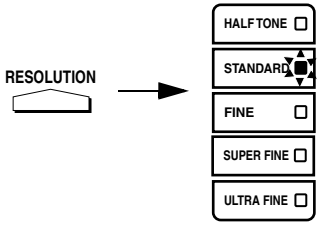
The machine has four resolution settings:

STANDARD	Use STANDARD for ordinary documents. This setting gives you the fastest and most economical transmission.
FINE	Use FINE for documents containing small letters or fine drawings.
SUPER FINE	Use SUPER FINE for documents containing very small letters or very fine drawings.
ULTRA FINE	Use ULTRA FINE for the highest level of document reproduction.
HALF TONE	Use HALF TONE for photographs and illustrations. The original will be reproduced in 64 shades of gray.

The default resolution setting is STANDARD. If you don't adjust the resolution before sending a document, the machine will automatically use STANDARD resolution.

- In order to transmit in FINE, SUPER FINE, or ULTRA FINE resolution, the receiving machine must also have that resolution. If it doesn't, the next best available setting will be used.
- The resolution settings are only effective for transmitting and copying a document. They are not effective for receiving a document.

To adjust the resolution setting, press RESOLUTION one or more times until the indicator light next to the desired setting comes on.

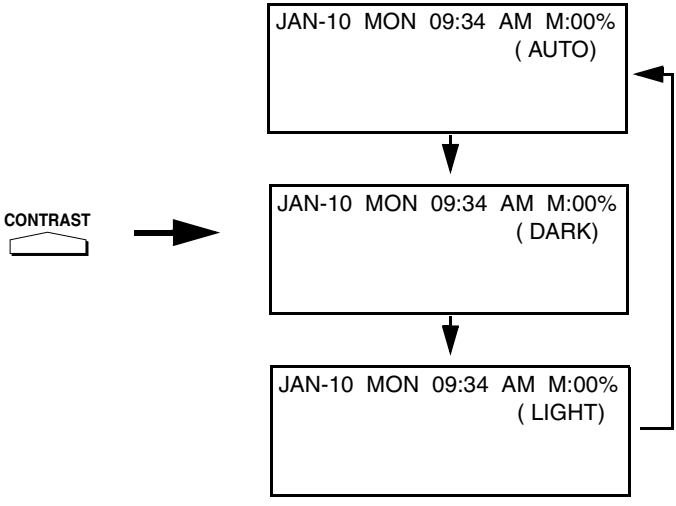


Contrast

The machine has three contrast settings. The default setting is AUTO.

AUTO	Use AUTO for normal documents.
DARK	Use DARK for faint documents.
LIGHT	Use LIGHT for documents with a dark background.

To adjust the contrast, press CONTRAST until the desired setting appears in the display.



Sending a Fax by Normal Dialing

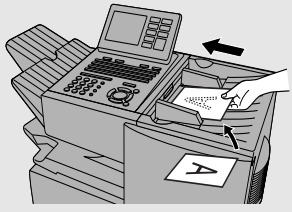
With Normal Dialing, you press SPEAKER and then dial by pressing the numeric keys.

- Normal Dialing allows you to listen to the line through the speaker to make sure the other fax machine is responding. (Note that the speaker is not a speakerphone; it cannot be used for talking.)
- If you have connected an extension telephone to the machine, you can also pick up the extension phone and dial using the extension phone (do not press SPEAKER on the machine). If a person answers, you will be able to speak to them through the phone before sending a fax.

Note: If you press SPEAKER to dial, you will not be able to speak using an extension phone connected to the machine in the event that a person answers.

1 Load the document(s). (Note: If desired, you can load the document after dialing in Step 3, below.)

- SEND READY will appear in the display.
- Press RESOLUTION and/or CONTRAST to set the resolution and contrast if needed.



2 Press SPEAKER or pick up an extension phone connected to the machine. Listen for the dial tone.

3 If you pressed SPEAKER, dial the number of the receiving machine by pressing the numeric keys on the machine.

If you are using an extension phone, dial using the keypad on the extension phone.

- If Option Setting 26 (TEL. BILLING CODE, page 185) has been set to ON and BILLING CODE DIAL has been set to AFTER, press REDIAL after dialing.

4 Wait for the connection. When you hear a fax tone, press START/ENTER on the machine.

- If a person answers and you are using an extension phone, ask them to press their Start key. When you hear the fax tone, press START/ENTER on your machine.

Using the REDIAL key

You can press REDIAL to redial the last number dialed. To send a document, press START/ENTER when you hear the fax tone after the connection is established. Note that the speaker is automatically activated when you press REDIAL.

Programming Auto-Dial Numbers

You can dial a fax number by simply pressing a Rapid Key, or by pressing SPEED DIAL and entering an abbreviated Speed Dial number.

To use a Rapid Key or Speed Dial number, you must first program the full fax number in the Rapid Key or Speed Dial number. It is usually convenient to program your most frequently dialed numbers in Rapid Keys.

- Up to 59 Rapid Keys can be programmed for shared use.
- Up to 100 Speed Dial numbers can be programmed for shared use on the FO-DC500. Up to 200 Speed Dial numbers can be programmed for shared use on the FO-DC600.

You can also create personal books for auto-dial numbers. Up to 59 Rapid Keys and 16 Speed Dial numbers can be stored in each personal book. For information on creating and using personal books, see page 54.

Programming Auto Dial numbers through a PC (Network Scanner option required)
The following procedure expains how to store fax numbers using the operation panel of the machine. If the network scanner option is installed, you can also conveniently store fax numbers in Rapid Keys and Speed Dial numbers by accessing the Web page in the machine from your computer. See page 80 for more information. To store an e-mail address in a Rapid Key or Speed Dial number using the operation panel, see page 87.

1 **Press MENU and then ▲ or ▼ until ENTRY MODE is selected in the display.**

Display:

```
MENU MODE
   1:RECEIVE MODE
   2:LISTING MODE
▶ 3:ENTRY MODE
```

2 **Press START/ENTER. Make sure that DESTINATION SETTING is selected.**

```
ENTRY MODE
▶ 01:DESTINATION SETTING
  02:PASSCODE SETTING
  03:OWN PASSCODE SET
```

3 **Press (START/ENTER). Make sure that SET is selected.**

```
DESTINATION SETTING
▶ 1=SET
  2=CLEAR
```

4 **Press (START/ENTER).**

```
DESTINATION SET
 PRESS RAPID OR SPEED
```

5 **To program a Rapid Key number, press the Rapid Key that you wish to use. (To select Rapid Keys 40 through 59, flip up the Rapid Key overlay.)**

To program a Speed Dial number, press SPEED DIAL and then enter the number that you wish to use ("1" to "100" on the FO-DC500, or "1" to "200" on the FO-DC600). (If you enter less than three digits, press (START/ENTER) to complete the entry.)

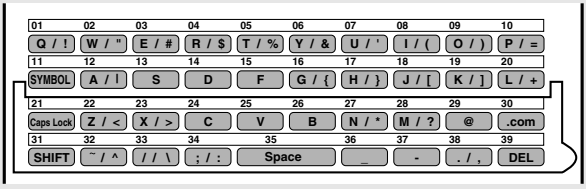
6 **If the network scanner option is installed, SELECT DESTINATION TYPE will appear in the display. Make sure that "FAX" is selected (press ▲ or ▼ if needed), and then press (START/ENTER).**
(To program an e-mail address in an auto-dial number, see page 87.)

7 **Enter the fax number by pressing the numeric keys (maximum of 60 digits including pauses).**

- To clear a mistake, press DEL .
- If a pause is required between any of the digits to access a special service or an outside line, press REDIAL (two seconds per pause). The pause will appear as a hyphen. Several pauses can be entered in a row.

8 **Press (START/ENTER).**

9 **Enter the name of the party by pressing the letter entry keys (max. of 20 characters). (Make sure the Rapid Key overlay is flipped down.)**
Example: SHARP = Caps Lock S H / } A / | R / $ P / =



- To enter a space, press Space.
- To change case, press Caps Lock .
- To clear a mistake, press DEL .
- To enter a number as part of a name, press the appropriate numeric key. To enter the symbol on a letter key (the character to the right of the slash), press SYMBOL ("SYM" will appear in the display) and then the letter key (press SYMBOL again to turn off symbol entry mode).
- To move the cursor, press ◀ or ▶. To switch between letter insertion and letter replacement mode when the cursor is in the middle of a sequence of letters, press MENU.

10 **Press START/ENTER.**

```
DESTINATION SET
 CHAIN DIAL
   1=YES
 ▶ 2=NO
```

11 **Press ▲ or ▼ to select "YES" if the number programmed is an area code or access code to be used for Chain Dialing (see *Chain Dialing* at the end of this procedure). Select "NO" if the number is a regular fax number. After making the selection, press START/ENTER.**

12 **If the dual-line option is installed (and Chain Dial was set to NO in the above step), SELECT THE LINE will appear. Select LINE-1 if you want the auto-dial number to use only Line 1. Select LINE-2 if you want the auto-dial number to only use Line 2. Select AUTO if you want the auto-dial number to use the first available line. Press ▲ or ▼ to make the selection, and then press START/ENTER.**

13 **Return to Step 5 to program another number, or press STOP repeatedly to return to the date and time display.**

- If you programmed a Rapid Key number, you can write the name of the party on the label above the Rapid Key.

Chain Dialing for area and access codes

You can also program an area code or access code in a Rapid Key or Speed Dial number using the above programming procedure. In Step 10, select "YES" to set the number as a Chain Dialing number.

After you dial an area code or access code using a Rapid Key or Speed Dial number set for Chain Dialing, the machine will wait for you to dial the remainder of the number (you can dial the remainder of the number by pressing a Rapid Key, by pressing the Speed Dial key and entering a Speed Dial number, or by pressing numeric keys). Note that the remainder of the number should **not be set** as a Chain Dial number if programmed in a Rapid Key or Speed Dial number.

♦ The maximum number of digits that can be dialed at one time by Chain Dialing is 60.

Editing auto-dial numbers

To make changes in a number previously stored, repeat the programming procedure. Select the Rapid Key or Speed Dial number for which you want to make changes in Step 5, and then change the number(s) and/or name(s) when they appear in the display (Steps 7 and 9).

Clearing auto-dial numbers

Note: You cannot clear a number if it is used in a program or timer operation, or if it is included in a Group Key. First clear the number from the operation or group, then perform the following clearing procedure. To check where the number is used, print out the Program/Group List or the Timer List as explained on page 188.

		Display:
1	**Press MENU and then ▲ or ▼ until ENTRY MODE is selected in the display.**	MENU MODE 1:RECEIVE MODE 2:LISTING MODE ▶ 3:ENTRY MODE
2	**Press START/ENTER. Make sure that DESTINATION SETTING is selected.**	ENTRY MODE ▶ 01:DESTINATION SETTING 02:PASSCODE SETTING 03:OWN PASSCODE SET
3	**Press START/ENTER. Press ▼ to select CLEAR.**	DESTINATION SETTING 1=SET ▶ 2=CLEAR
4	**Press START/ENTER.**	DESTINATION CLEAR PRESS RAPID OR SPEED

5 **To clear a Rapid Key, press the Rapid Key.**

To clear a Speed Dial number, press SPEED DIAL and then enter the number with the numeric keys. (If you enter less than three digits, press START/ENTER to complete the entry.)

6 **Press START/ENTER.**

7 **Return to Step 5 to clear another number, or press STOP repeatedly to return to the date and time display.**

Sending a Fax by Automatic Dialing

Dual Access

The machine features full dual access, which means that you can load a document and dial by automatic dialing even when the machine is occupied with another job. After you dial, your document will be immediately scanned into memory and then transmitted once all previously stored jobs have been completed.

If more than one document has been scanned into memory for transmission, the documents (jobs) will be transmitted in the order in which they were scanned. If you have an urgent transmission and do not want to wait until previously stored jobs are completed, you can press PRIORITY after loading your document. Your document will be transmitted immediately after the current job is finished.

If you don't want the document to be transmitted from memory, you can press DOCUMENT M/? after loading the document. Your machine will call the receving fax machine immediately after the current job is finished (ahead of any previously stored jobs in memory), and the document will be scanned as soon as the connection is established.

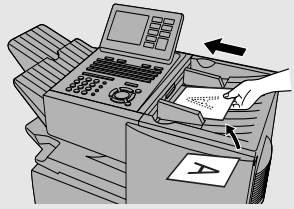
- The FO-DC500 can hold approximately 500 pages of average content in memory. The FO-DC600 can hold approximately 1,000 pages. Less pages can be held if any were scanned using fine, super fine, ultra fine, or halftone resolution.
- The amount of memory currently occupied appears as a percentage ("M:00%") in the display.

Rapid Key Dialing

If the number you want to dial has been programmed in a Rapid Key, you can dial it by pressing the Rapid Key.

1 **Load the document(s).**

SEND READY will appear in the display.



- Press RESOLUTION and/or CONTRAST to set the resolution and contrast if needed.
- To send the document ahead of other documents waiting for transmission, press PRIORITY.
- To send the document directly from the feeder (not through memory), press DOCUMENT M/?. (Flip up the Rapid Key overlay if it is down.)

2 **Press the appropriate Rapid Key.**

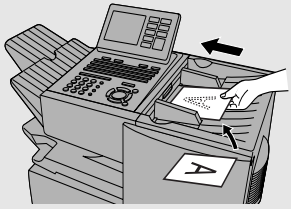
- The name of the receiving party will appear in the display. (If the destination is not correct, press STOP.)
- The document will be automatically transmitted once the connection is established.

Speed Dialing

If the number you want to dial has been programmed in a Speed Dial number, you can dial it by pressing SPEED DIAL and then entering the Speed Dial number.

1 Load the document(s).

SEND READY will appear in the display.



- Press RESOLUTION and/or CONTRAST to set the resolution and contrast if needed.
- To send the document ahead of other documents waiting for transmission, press PRIORITY .
- To send the document directly from the feeder (not through memory), press DOCUMENT M/? . (Flip up the Rapid Key overlay if it is down.)

2 Press SPEED DIAL and then enter the Speed Dial number by pressing the numeric keys.

- If you enter less than 3 digits for the Speed Dial number, press START/ENTER to complete the entry.

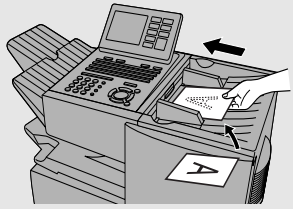
3 Check the display. If the destination shown is correct, press START/ENTER. (If not, press STOP and then repeat Step 2.)

Direct Keypad Dialing

You can also enter a full number with the number keys and then press START/ENTER to begin dialing.

1 **Load the document(s). (Note: If desired, you can load the document after dialing in Step 2, below.)**

SEND READY will appear in the display.



- Press RESOLUTION and/or CONTRAST to set the resolution and contrast if needed.
- To send the document ahead of other documents waiting for transmission, press PRIORITY .
- To send the document directly from the feeder (not through memory), press DOCUMENT M/? . (Flip up the Rapid Key overlay if it is down.)

2 **Enter the number of the receiving machine by pressing the numeric keys.**

- If a pause is required between any of the digits to access a special service or an outside line, press REDIAL (two seconds per pause). The pause will appear as a hyphen. Several pauses can be entered in a row.

3 **Check the display. If the number of the receiving machine shown is correct, press START/ENTER .**

- If it is not correct, press STOP to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Searching for an auto-dial number

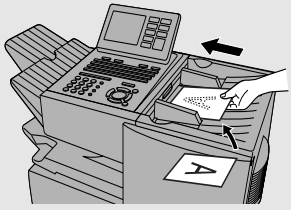
If you don't remember the Rapid Key or Speed Dial number in which you have programmed a particular fax number, you can search for the number by following the steps below. Once you have found the number, you can dial it and transmit the loaded document by simply pressing START/ENTER .

- You can also use this procedure to search for Group Keys and Program Keys (the name you programmed for the Group or Program key will appear). This can be done at any point in a transmission or polling procedure where you need to press a Group Key or a Program Key.

1 **Load the document(s).**

SEND READY will appear in the display.

- Press RESOLUTION and/or CONTRAST to set the resolution and contrast if needed.



2 **Press ▶A to search from the beginning of the alphabet, or Z◀ to search from the end.**

Display:

```
SEARCH [    ]
▶ AAAAAAA
  AAAAAAAAA
  BBBBBBBB
```

The names of your stored destinations appear

3 **Enter the first character of the stored name by pressing the appropriate letter entry key.**

- If you don't remember the first letter, go to Step 4 (you will scroll through the list from the beginning).

4 **Press ▲ or ▼ to scroll through the names. Stop when the desired name appears in the display.**

- If no numbers have been stored under the entered letter, NOT FOUND will appear.
- If multiple fax numbers (or e-mail addresses) have been stored under a name, press ▶A to display the fax numbers and then press ▲ or ▼ to select the desired fax number (or e-mail address).

5 **Press START/ENTER. The document will be automatically transmitted once the connection is established.**

Chain Dialing

An auto-dial number set for Chain Dialing can be combined with another auto-dial number or digits entered manually with the numeric keys to dial one phone number up to 60 digits long. The following are some examples of how this can be done:

- Press appropriate Rapid Keys in the proper order. For example, press Rapid Key 01 (set for Chain Dialing), then Rapid Key 02 (not set for Chain Dialing).
- Press a Rapid Key (set for Chain Dialing) and then manually enter a number by pressing appropriate numeric keys. Press START/ENTER after the final numeric key to begin transmission.

If the memory becomes full...

If the memory becomes full while a document is being scanned, MEMORY FULL will appear in the display. If Option Setting 23 (Quick On-line) is set to ON, scanning will automatically resume when memory becomes free again as pages are transmitted. (Note: Quick On-Line is initially set to ON at the factory. To change the setting, see page 184.)

If Quick On-Line is set to OFF the transmission will be canceled and MEMORY FULL ERROR will appear in the display. Press STOP to clear the message. Try the transmission again later when memory is free.

Checking the status of the current job

The display normally shows the date and time and prompts related to operations you are performing. To check and see what number the machine is currently calling or transmitting to, or what number the machine is currently receiving a document from (if this information is available), press JOB STATUS. Information on the current fax job (FAX STATUS) will appear in the display. If the dual line option is installed, the fax status will appear separately for each line. To switch back to the date and time display, press JOB STATUS one or more times as needed. (If the network printer option is installed, the NETWORK PRINT STATUS screen showing current printer activity will also appear.)

To cancel a fax transmission or reception

To cancel a fax transmission or reception that is currently in progress, press JOB STATUS so that the status of the transmission or reception appears in the FAX-STATUS display, and then press STOP.

Checking and canceling stored transmission jobs

To display information on fax jobs that are waiting in memory for transmission, follow the steps below. You can also use this procedure to cancel a fax job.

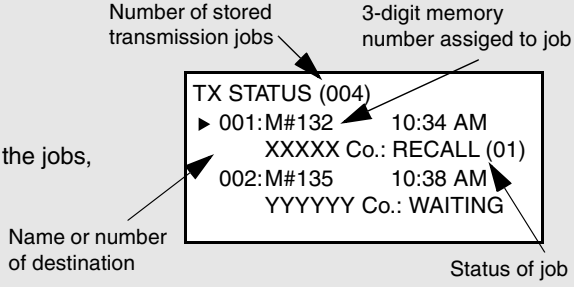
1 **Press MEM.STATUS B (flip up the Rapid Key overlay) and then ▲ or ▼ until MEMORY TX STATUS is selected in the display.**

Display:

```
MEMORY STATUS REPORT
  1:COPY STATUS
▶ 2:MEMORY TX STATUS
  3:MEMORY RX STATUS
  4:MESSAGE CLEAR
```

2 **Press START/ENTER.**

- The fax jobs appear.
- To print out the list of the jobs, press REPORT N/*.



3 **Press ▲ or ▼ to scroll through the list of jobs.**

To cancel a job, press ▲ or ▼ to select the job, press DEL, and then press START/ENTER.

4 **When you have finished checking the list, press STOP twice to return to the date and time display.**

Note: To directly print out a list of the jobs waiting in memory for transmission, press MEM.STATUS B, ▲ or ▼ to select REPORT PRINT, and then START/ENTER.

Canceling a memory transmission by number

If you know the memory number assigned to a memory transmission, you can cancel it with the following procedure. (If you don't know the memory number, use the preceding procedure.)

1 **Press MEM.STATUS B (flip up the Rapid Key overlay) and then ▲ or ▼ until MESSAGE CLEAR is selected in the display.**

Display:

```
MEMORY STATUS REPORT
  1:COPY STATUS
  2:MEMORY TX STATUS
  3:MEMORY RX STATUS
▶ 4:MESSAGE CLEAR
```

2 **Press START/ENTER.**

3 **Enter the 3-digit memory number of the job you wish to cancel.**

4 **Press START/ENTER.**

Automatic redialing

If you use automatic dialing (including Direct Keypad Dialing) and the line is busy, the machine will automatically redial the number. The machine is set at the factory to make 2 redialing attempts at intervals of 5 minutes.

To cancel automatic redialing, cancel the job as explained in *Checking and canceling stored transmission jobs* on page 51.

If desired, you can change the number of redial attempts with Option Setting 6, and the interval at which redialing takes place with Option Setting 7 (see page 180).

- Under certain conditions (for example if a person answers the call on a telephone), automatic redialing may stop before the set number of redialing attempts are made.

Memory Retransmission

If a line error occurs during any type of memory transmission, your fax will automatically redial the number and attempt to complete the transmission. Retransmission will begin from the page which was being transmitted when the error occurred.

The machine has been set at the factory to make 10 attempts at retransmission, with each attempt made immediately after the previous attempt. If desired, you can change the number of attempts by changing Option Setting 17, and have the fax wait a selected number of minutes between each attempt by changing Option Setting 18 (see page 183).

- The numbering of pages retransmitted will begin from "1" again.
- If an error or power failure occurs during transmission of a cover sheet, retransmission will not take place.
- To cancel retransmission, cancel the job as explained in *Checking and canceling stored transmission jobs* on page 51.

Creating and Using Personal Books

Personal books can be created that allow inviduals to program Rapid Key and Speed Dial numbers for their own personal use. Up to 20 books can be created in the FO-DC500, or 40 books in the FO-DC600.

- Up to 59 Rapid Key numbers and 16 Speed Dial numbers can be programmed in each personal book.
- You can program a 4-digit passcode for a personal book. When this is done, the passcode must be entered to use or edit the book.

Creating a personal book

To create a new personal book, follow the steps below:

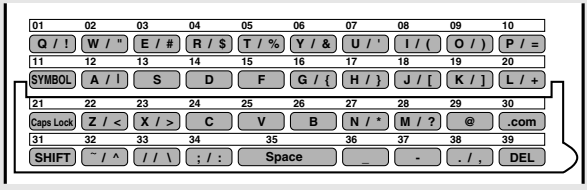
		Display:
1	**Press MENU and then ▲ or ▼ until ENTRY MODE is selected in the display.**	MENU MODE 1:RECEIVE MODE 2:LISTING MODE ▶ 3:ENTRY MODE
2	**Press START/ENTER and then ▲ to select BOOK ENTRY MODE.**	ENTRY MODE 06:ID # MODE 07:SYSTEM # MODE 08:STORE JUNK FAX # 09:DEPT. PASSCODE ▶ 10:BOOK ENTRY MODE
3	**Press START/ENTER. Make sure that SET is selected.**	PERSONAL BOOK SETTING ▶ 1=SET 2=CLEAR
4	**Press START/ENTER.**	PERSONAL BOOK SET BOOK #=

5 **Enter a 2-digit number from 01 to 20 (FO-DC500) or 01 to 40 (FO-DC600).**

- This number will identify the personal book.

6 **Enter a name for the personal book by pressing the letter entry keys. (Make sure the Rapid Key overlay is down.)**
Example: SHARP = Caps Lock S H / } A / | R / $ P / =

- For more information on entering letters, see Step 5 on page 26.



7 **Press** START/ENTER.

8 **Enter a four-digit passcode for the personal directory book (this can be any four-digit number you like). If you do not wish to use a passcode, press** START/ENTER **to skip this step.**

```
PERSONAL BOOK SET
 USING NAME AS FAX HEADER
▶ 1=YES
  2=NO
```

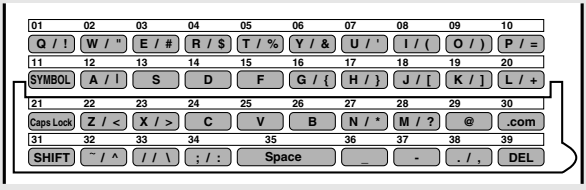
9 **Press ▲ or ▼ to select YES if you wish to use the book name in the header of faxes sent using the book. Select NO to use the sender's name entered on page 25.**

10 **Press** START/ENTER.

11 **If the network scanner option is not installed, this completes the procedure. Press STOP repeatedly to return to the date and time display.**

If the network scanner option is installed, press the letter keys to enter the sender's name that will appear when you send a document to an e-mail recipient from the book.

- This sender's name and the e-mail address entered below will be used in place of the default name and address entered in the procedure on page 82. These are used whenever a sender's name and e-mail address are not entered manually when sending a document to an e-mail recipient.
- Make sure the Rapid Key overlay is down. For more information on entering letters, see Step 5 on page 26.



12 **Press START/ENTER.**

13 **Press the letter keys to enter your e-mail address (sender's e-mail address).**

14 **Press START/ENTER.**

15 **Press STOP repeatedly to return to the date and time display.**

Using a personal book

To program or use a Rapid Key or Speed Dial number in a personal book, you must first open the book. Follow these steps:

1 **Press** PERSONAL BOOK **.**

Display:

```
SELECT PERSONAL BOOK
BY ▶ KEY OR PASSCODE
```

2 **Enter the 4-digit passcode of your book.**

If the book doesn't have a passcode, press ▶ once, enter the first letter of the name of the book if desired, press ▲ or ▼ until the book is selected in the display, and then press START/ENTER.

The display briefly shows the following and then reverts to the date and time:

```
** PERSONAL BOOK **
SUSAN
```

The name of your book appears here

3 **When your book is open, all of the Rapid Keys on the operation panel automatically convert to keys for use in your book. Speed Dial numbers 1 through 16 are also available for use in your book.**

You can perform the following operations in a book:

- Program any Rapid Key, or a Speed Dial number from 1 to 16, as explained on page 39.
- Use a Rapid Key to fax a document as explained on page 46.
- Use a Speed Dial number to fax a document as explained on page 47.
- Program a Group Key in your book using Rapid Key and Speed Dial numbers from your book (see page 134).
- Broadcast a fax to multiple destinations using Rapid Keys, Speed Dial numbers, or a Group Key in your book (see page 131).
- Set up a Program Key in your book (see page 158). (Note: Only Rapid Keys and Speed Dial numbers from your book can be used. A memory polling program cannot be entered.)

- Poll one or more fax machines using Rapid Keys and Speed Dial numbers from your book (see page 142).
- Set up a timer operation using a Rapid Key or Speed Dial number from your book (see page 150).
- Print out the Destination List, Program/Group List, or Timer List (see page 188). When printed from your book, these lists will show the corresponding information in your book.
- Press REDIAL to redial the last number dialed from your book.
- If the network scanner option is installed, you can program any Rapid Key or a Speed Dial number from 1 to 16 for Scan to E-mail as explained on page 87, and use the Rapid Key or Speed Dial number to send a document to an e-mail recipient as explained on pages 87 and 89.

Closing a book

A book will automatically close when the operation performed from the book is completed. If you need to close a book before performing an operation, press STOP. The display will show:

```
CANCEL BOOK?
▶ 1=YES
  2=NO
```

Make sure that YES is selected and then press START/ENTER.

- If an operation is not performed within minute after opening a book, the book will automatically close.

Canceling an operation performed from a book

To cancel an operation that was set up from a book, you must first open the book (as explained on page 57) and then cancel the operation.

For example, if you need to cancel a fax transmission that was performed from a book, open your book and then cancel the operation as explained on page 51 or 52. Note that the job status of the fax can be checked without opening your book.

To clear a Rapid Key or Speed Dial number in a book, open the book and then clear the key or number.

Clearing a book

Note: Before you can clear a personal book, you must clear all Rapid Keys, Speed Dial numbers, Group Keys, and Program Keys that are in the book. If a transmission or timer operation is pending that uses a number in a book, the book cannot be cleared until the operation is completed or canceled.

1 **Press MENU and then ▲ or ▼ until ENTRY MODE is selected in the display.**

Display:

```
MENU MODE
  1:RECEIVE MODE
  2:LISTING MODE
▶ 3:ENTRY MODE
```

2 **Press START/ENTER and then ▲ to select BOOK ENTRY MODE.**

```
ENTRY MODE
  06:ID # MODE
  07:SYSTEM # MODE
  08:STORE JUNK FAX #
  09:DEPT. PASSCODE
▶ 10:BOOK ENTRY MODE
```

3 **Press START/ENTER and then ▲ or ▼ to select CLEAR.**

```
PERSONAL BOOK SETTING
  1=SET
▶ 2=CLEAR
```

4 **Press START/ENTER.**

5 **Enter the 2-digit number of the book you wish to clear.**

6 **If the book has a passcode, enter the passcode.**

7 **Press START/ENTER.**

8 **Press STOP repeatedly to return to the date and time display.**

Cover Sheet

You can have the machine generate a cover sheet and send it as the last page of your fax transmission. The cover sheet includes the date and time, the receiver's name and number if a Rapid Key or Speed Dial number is used, the sender's name and number, and the total number of pages.

- Your name and number must be programmed in order for them to appear on the cover sheet (see page 25).
- To have the recipient's name appear, you must dial using a Rapid Key or Speed Dial number with the name programmed.

AUTOMATIC COVER SHEET

DATE: AUG-08-2004 THU 11:48 AM

TO: N.T.BANK

FAX #: 4525559865

FROM: John Doe Corp.

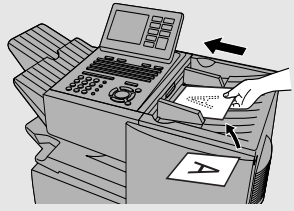
FAX #: 2015551254

02 PAGES WERE SENT
(INCLUDING THIS COVER PAGE)

(Example)

1 Load the document(s).

- SEND READY will appear in the display.
- Press RESOLUTION and/or CONTRAST to set the resolution and contrast if needed.



2 **Press COVER SHEET / C . (Flip up the Rapid Key overlay if it is down.)**

- The display will briefly show COVER SHEET MODE ENTERED and then revert to SEND READY.
- To cancel the cover sheet selection, press STOP .

3 **Dial the receiving party and transmit the fax.**

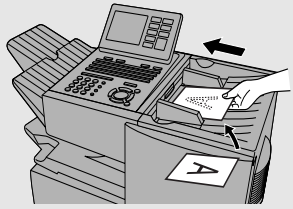
If desired, you can set your fax to automatically send a cover sheet with every transmission (you do not have to press COVER SHEET / C each time). This is accomplished by setting Option Setting 10 (Auto Cover Sheet) to YES as explained on page 181.

Batch Page Numbering (Page Counter)

You can change the page numbering of the transmitted document from simple numbering ("P.01", "P.02", etc.) to batch numbering, which means that a slash and the total number of pages being sent are added after each page number (for example, "P. 01/05", "P.02/05", etc.). This allows the recipient to check for missing pages.

1 **Load the document(s).**

- SEND READY will appear in the display.
- Press RESOLUTION and/or CONTRAST to set the resolution and contrast if needed.



2 **Press PAGE COUNTER (Caps Lock). (Flip up the Rapid Key overlay if it is down.)**

Display:

```
PAGE COUNTER
# OF PAGE(S) =
```

3 **Enter the total number of pages ("01" to "99") by pressing the numeric keys.**

Example: 5 pages (0) (5)

- If you are sending a cover sheet, do not include it in the total number of pages (the number will be adjusted automatically).

4 **Dial the receiving machine and transmit the document.**

- ♦ If you need to cancel a batch number entry, remove the document from the feeder or press STOP.
- ♦ If the number of pages actually transmitted does not coincide with the batch number entered, the alarm will sound and PAGE COUNT ERROR will appear in the display. PAGE E. will also appear in the NOTE column of the Transaction Report if printed.

Receiving Faxes

The machine has two modes for receiving faxes:

AUTO mode:
Select this mode when you only want to receive faxes on the line connected to the machine. The machine will answer all calls automatically and receive incoming faxes.

MANUAL mode:
Select this mode when you have an extension phone connected to the same line as the machine and you want to receive both faxes and voice calls. **All calls, including faxes, must be answered by picking up the extension phone**.

Setting the reception mode

The reception mode is initially set to AUTO. To change the reception mode, follow the steps below.

- If you have the dual-line option, use the procedure on page 69 to select the reception mode. Note that the reception mode can only be selected for Line 1 (Line 2 is fixed at AUTO).

1 **Press MENU. Make sure that RECEIVE MODE is selected in the display.**

Display:

```
MENU MODE
▶ 1:RECEIVE MODE
  2:DESTINATION SETTING
  3:ENTRY MODE
```

2 **Press START/ENTER.**

```
RECEIVE MODE
▶ 1 = AUTO RECEPTION
  2 = MANUAL RECEPTION
```

3 **Press ▲ or ▼ to select AUTO RECEPTION or MANUAL RECEPTION.**

4 **Press START/ENTER.**

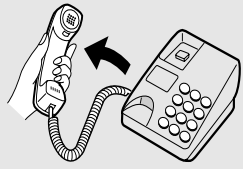
Using AUTO Reception Mode

In AUTO reception mode, the machine automatically answers all calls on one ring and receives incoming faxes.

- You can change the number of rings on which the machine answers calls by changing Option Setting 2 (see page 179).
- If you pick up an extension phone before the machine answers, you can talk to the other party and/or receive a fax as explained in the following section, *Using MANUAL Reception Mode*.

Using MANUAL Reception Mode

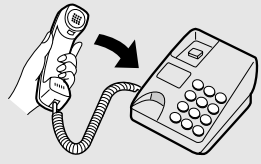
1 **When the machine rings, answer the call on an extension phone connected to the same line.**



2 **If you hear a fax tone, press (START/ENTER) on the machine.**

- If the other party first speaks with you, press (START/ENTER) after speaking. (Press your **START** key before the sender presses their Start key.)
- If there is a document in the feeder, remove the document before pressing (START/ENTER) (otherwise the document will be transmitted).

3 **When RECEIVING appears in the display, hang up.**



Substitute Reception to Memory

In situations where printing is not possible, such as when the machine runs out of paper or toner, or a paper jam occurs, incoming faxes will be received to memory. Confidential faxes (see page 138) are also received to memory.

When you have received a fax to memory, FAX RCVD IN MEMORY will appear in the display, along with NO PAPER, REPLACE TONER, or PAPER JAM. When you add paper, replace the toner cartridge, or clear the jam, the stored faxes will automatically print out.

You can display information on faxes received to memory by following these steps:

1 **Press MEM.STATUS (B) (flip up the Rapid Key overlay) and then ▲ or ▼ until MEMORY RX STATUS is selected in the display.**

Display:

```
MEMORY STATUS REPORT
  1:COPY STATUS
  2:MEMORY TX STATUS
▶ 3:MEMORY RX STATUS
  4:MESSAGE CLEAR
```

2 **Press START/ENTER.**

- The received faxes appear.
- To print out the list of faxes, press REPORT (N/*).

Number of received faxes

```
RX STATUS (004)
▶ 001:CONF. RX      10:34 AM
                 3456849123
  002: CONF. RX     10:38 AM
                 5249762384
```

"CONF." indicates that the fax is confidential

Number of sender

3 **Press ▲ or ▼ to scroll through the list of jobs.**

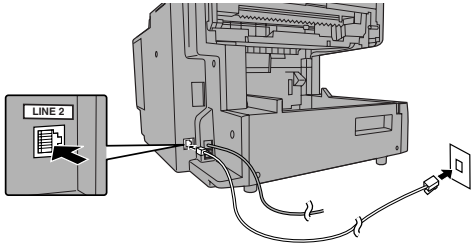
4 **When you have finished checking the list, press STOP twice to return to the date and time display.**

Dual-line Option (FO-DC600 only)

The dual line option (FO-60DL) allows your machine to be connected to a second telephone line. If you wish to use this option, consult your dealer to have the dual line kit installed. The dual-line option is only available on the FO-DC600.

Note: The FO-60DL dual line option and the FO-NP1 network printer option cannot both be installed on the same machine.

After your dealer installs the dual line kit, connect your second phone line to the **LINE 2** jack.
Caution: Do not insert the line into the port on the LAN board (if installed). This will damage the LAN board.



- Manual fax transmission (Normal Dialing using the **SPEAKER** key or an extension phone connected to the machine) and manual fax reception are only possible on Line 1. An extension phone connected to the machine uses Line 1.
- The machine will only ring when a call is received on Line 1. When a call is received on Line 2, the FAX 2 indicator will blink.

Entering your name and fax numbers

If you have the dual-line option, use the following procedure to enter your name (only one name can be entered) and the fax number of each line. This information will appear at the top of each fax page you send.

1 **Press MENU and then ▲ or ▼ until ENTRY MODE is selected in the display.**

Display:

```
MENU MODE
  1:RECEIVE MODE
  2:LISTING MODE
▶ 3:ENTRY MODE
```

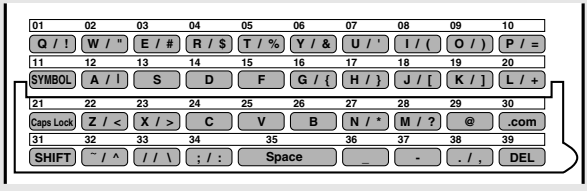
2 **Press START/ENTER and then ▲ or ▼ until OWN PASSCODE SET is selected.**

```
ENTRY MODE
  01:DESTINATION SETTING
  02:PASSCODE SETTING
▶ 03:OWN PASSCODE SET
```

3 **Press START/ENTER.**

```
OWN PASSCODE SET
  SENDER'S NAME
```

4 **Flip the Rapid Key overlay down (if it is up), and enter your name by pressing the appropriate letter keys as shown below. (Max. of 24 characters.)**
Example: SHARP = Caps Lock S H / } A / | R / $ P / =



- To enter a space, press Space.
- To change case, press Caps Lock.
- To clear a mistake, press DEL.
- To enter a number as part of a name, press the appropriate numeric key. To enter the symbol on a letter key (the character to the right of the slash), press SYMBOL ("SYM" will appear in the display) and then the letter key (press SYMBOL again to turn off symbol entry mode).

5 **Press START/ENTER.**

```
OWN PASSCODE SET
  LINE 1: SENDER'S NUMBER
```

6 **Enter the fax number (maximum of 20 digits) of Line 1.**

- To insert a space between digits, press (#).
- To clear a mistake, press STOP.

7 **Press START/ENTER.**

OWN PASSCODE SET
LINE 2: SENDER'S NUMBER

8 **Enter the fax number (maximum of 20 digits) of Line 2.**

9 **Press START/ENTER.**

10 **Press STOP until you return to the date and time display.**

Selecting the line

If you wish to use a particular line to fax a document, press LINE one or more times before dialing until the desired line appears in the display. The selections will appear in the following order in the display:
LINE-1 SELECTED
LINE-2 SELECTED
LINE AUTO SELECTED.

If you select LINE AUTO SELECTED or do not make a selection with LINE, the first available line will be used.

- If you wish to restrict either of the lines to transmission only or reception only, see the following section.
- When you program an auto-dial number (Rapid Key or Speed Dial number), you can specify that the number use a particular line.

Note: The LINE @ key cannot be used to select a line if either of the lines has been set to reception only as explained in the following section. A line selection made with LINE @ will override a line selection programmed into a Rapid Key or Speed Dial number.

Restricting a line to transmission or reception / selecting the reception mode for Line 1

You can restrict either line to transmission only or reception only. You can also use this procedure to select the reception mode (AUTO or MANUAL) for Line 1 (the reception mode for Line 2 is fixed at AUTO).

1 **Press MENU and then ▼ so that LINE SETTING MODE is selected in the display.**

Display:

```
MENU MODE
▶ 1:LINE SETTING MODE
  2:LISTING MODE
  3:ENTRY MODE
```

2 **Press START/ENTER.**

- Line 1 is intially selected. If you wish to adjust the setting for Line 2, press ▼ to select LINE 2.

```
LINE SETTING MODE
▶ 1:LINE 1
  2:LINE 2
```

3 **Press START/ENTER and then ▲ or ▼ until the desired setting is selected.**

- **Note:** "TX" stands for "transmission" and "RX" stands for "reception". "AUTO" and "MANU" indicate AUTO and MANUAL reception modes.

Settings for Line 1:

```
LINE 1 SETTING
▶ 1=TX AND RX (AUTO)
  2=TX AND RX (MANU)
  3=RX (AUTO) ONLY
  4=RX (MANU) ONLY
```

Settings for Line 2:

```
LINE 2 SETTING
▶ 1=TX AND RX (AUTO)
  2=TX ONLY
  3=RX ONLY
```

4 **Press START/ENTER.**

5 **Go back to Step 3 to select a setting for the other line, or press STOP to exit.**

Verification Stamp Option

When transmitting a document, you can have the machine stamp each document page as it is scanned. After scanning, you can check to see if all documents have been stamped to verify that no double feeds occurred. (A double feed occurs when two pages are fed through the scanner at once, which means that one of the pages is not scanned.)

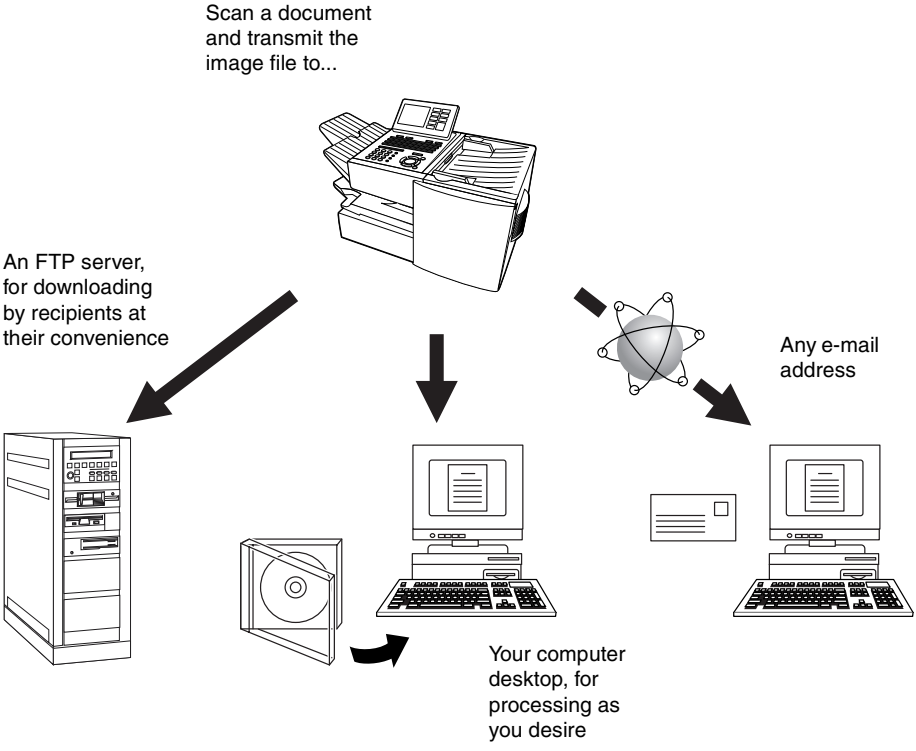
To use this function, have your dealer install the Verification Stamp option, and then set Option Setting 29 to ON as explained on page page 186.

3. Network Scanner Option

Introduction

The FO-NS2 Network Scanner Expansion Kit allows you to scan a document and directly transmit the image to an e-mail address (Scan to E-mail), FTP server (Scan to FTP), or computer desktop on your network (Scan to Desktop). To use this option, the machine must be connected to a network.

Depending on the file format selected for the image, the recipient can view it with Adobe Acrobat Reader®, any Tiff-compatible viewer such as Imaging®, or in the case of Scan to Desktop, SharpDesk.



Scan destinations can be stored in Rapid Keys on the machine, for easy one-touch scanning and transmission.

Steps required for setup

The following steps are necessary to use the network scanner option. The steps must be completed in the order shown.

1. Your dealer must install the FO-LN1 network interface kit and the FO-NS2 network scanner kit, and enter the network scanner product key. The machine must be connected to the network.

2. The IP address of the machine must be set as explained on page 73.

3. E-mail server and DNS server settings must be configured in the Web page in the machine. This is done from a Web browser on a computer connected to the same network as explained on page 77.

4. Scan to E-mail setup must be completed as explained on page 82.

5. To use Scan to Desktop, you must install the Network Scanner Tool and Sharpdesk programs in your computer. These programs are installed from the CD-ROM that comes with the network scanner kit (see page 94 for installation instructions). User's guides in PDF format for the programs are also included on the CD-ROM.

6. Destinations for Scan to E-mail and Scan to FTP can be programmed into Rapid Key and Speed Dial numbers using the Web page in the machine. These procedures are explained on page 79. Scan to E-mail destinations can also be programmed using the operation panel of the machine as explained on page 87. To use a Rapid Key or Speed Dial number to transmit a scanned document, see pages 87 and 89. To transmit a scanned document to an e-mail address without using a Rapid Key or Speed Dial number, see page 85.

Setting the IP Address

Once your dealer has installed the network scanner option and the machine is connected to the network, the network administrator or administrator of the machine should use the following procedure to set the IP address of the machine.

Note: Although "DHCP" is available as a setting for the IP address (this means that the machine automatically obtains an address from a DHCP server), it is recommended that a permanent IP address be assigned to the machine. If DHCP must be used, it is recommended that the DHCP lease time for the IP address be set to unlimited. To check the IP address currently assigned to the machine when DHCP is used, print out the network setting list as explained on page 76.

1 **Press MENU and then ▲.**

- Make sure that NETWORK SETTING is selected in the display.

Display:

```
MENU MODE
  5:PROGRAM/GROUP MODE
  6:SERIAL POLLING MODE
  7:MEMORY POLL MODE
▶ 8:NETWORK SETTING
```

2 **Press START/ENTER.**

- Make sure that NETWORK CONFIG SET is selected.

```
NETWORK SETTING
▶ 1:NETWORK CONFIG SET
  2:SCAN TO E-MAIL SET-UP
  3:NETWORK SETTING LIST
```

3 **Press START/ENTER.**

- Make sure that IP ADDRESS SETTING is selected.

```
NETWORK CONFIG SET
▶ 1:IP ADDRESS SETTING
  2:INITIALIZE THE NIC
```

4 **Press START/ENTER.**

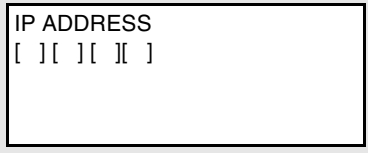
```
IP ADDRESS SETTING
 ENABLE DHCP
▶ 1:YES
  2:NO
```

5 **If the machine will receive an IP address automatically from a DHCP server, make sure that "YES" is selected (this will enable DHCP).**
If the machine will be assigned a permanent IP address, press ▲ or ▼ to select "NO".

6 **Press START/ENTER.**

- If you enabled DHCP by selecting "YES" in the previous step, this completes the setting. Wait while the machine writes the setting to the NIC board ("DO NOT POWER DOWN" will appear in the display). When the display changes to "OK", turn off the power of the machine and then turn it back on to make the new setting take effect. (Before turning off the power, make sure the machine is not in the middle of a job: 1) check whether the machine is printing, and 2) press JOB STATUS and check the display to see if the machine is sending or receiving a fax.)

7 **If you are entering a permanent IP address, press START/ENTER.**



8 **Enter the IP address of your machine (to move the cursor to the right, press ▶). When finished, press START/ENTER.**

- To correct a mistake, press ◀ to move the cursor back to the mistake, and then enter the correct number.

9 **Enter the IP subnet mask. When finished, press START/ENTER.**

10 **Enter the IP gateway. When finished, press START/ENTER.**

11 **Wait while the machine writes the setting to the NIC board ("DO NOT POWER DOWN" will appear in the display). When the display changes to "OK", turn off the power of the machine and then turn it back on to make the new settings take effect. (Before turning off the power, make sure the machine is not in the middle of a job: 1) check whether the machine is printing, and 2) press JOB STATUS and check the display to see if the machine is sending or receiving a fax.)**

Initializing the network interface card

Normally the network interface card (NIC) does not need to be initialized (returned to the factory default settings). In the event that you do need to intialize the card, follow the Steps 1 to 3 of the previous procedure to access "NETWORK CONFIG SET", press ▼ to select "INTIALIZE THE NIC", and then press START/ENTER. Press ▲ to select "YES" and then press START/ENTER. Wait while the machine writes the setting to the NIC board ("DO NOT POWER DOWN" will appear in the display). When the display changes to "OK", turn off the power of the machine and then turn it back on to make the new setting take effect. (Before turning off the power, make sure the machine is not in the middle of a job: 1) check whether the machine is printing, and 2) press JOB STATUS and check the display to see if the machine is sending or receiving a fax.)

Printing out the Network Settings

You can print lists showing the current network settings and network interface card settings.

♦ To check the IP address of the machine, select PRINT NETWORK SETTINGS in Step 3 below.

1 **Press MENU and then ▲.**

- Make sure that NETWORK SETTING is selected in the display.

Display:

```
MENU MODE
  5:PROGRAM/GROUP MODE
  6:SERIAL POLLING MODE
  7:MEMORY POLL MODE
▶ 8:NETWORK SETTING
```

2 **Press START/ENTER and then ▲.**

- Make sure that NETWORK SETTING LIST is selected.

```
NETWORK SETTING
  1:NETWORK CONFIG SET
  2:SCAN TO E-MAIL SET-UP
▶ 3:NETWORK SETTING LIST
```

3 **Press START/ENTER.**

```
NETWORK SETTING LIST
▶ 1:PRINT NETWORK SETTINGS
  2:PRINT NIC INFORMATION
```

4 **Press ▲ or ▼ to select the list you want to print, and then press START/ENTER. (Note: "NIC" is an acronym for "network interface card".)**

Mail Server and DNS Server Settings

Settings for your E-mail server and DNS server must be configured in order to use the network scanner function. To configure the settings, access the machine's Web page from a computer that is connected to the same network as the machine. The Web page can be displayed with your Web browser (Internet Explorer 4.0 or later, or Netscape Navigator 4.0 or later).

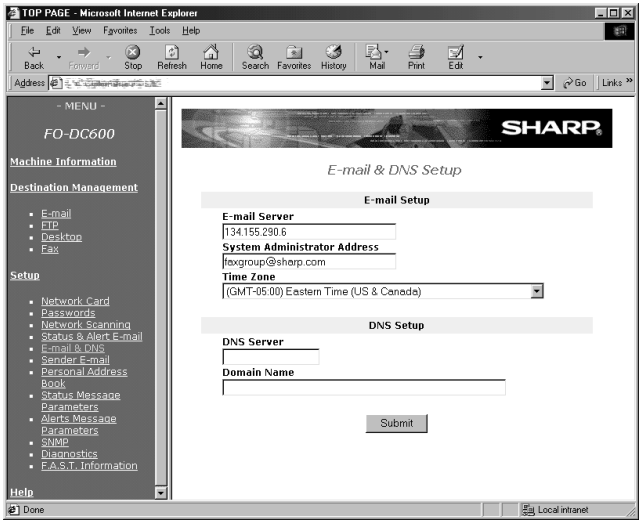
Accessing the Web page in the machine

To access the Web page in the machine, type in the IP address of the machine in your browser in the format **http://XXX.XXX.X.X**, where the X's are the IP address (the number of digits between periods will vary depending on the address). If you need to check the IP address of the machine, print out the network settings as explained on page 76.

Mail server and DNS server

To configure your mail server and DNS server settings, click **E-mail & DNS Setup** in the menu at the left of the Web page and enter the information in the appropriate boxes.

Note that your DNS server must be entered if you enter a host name instead of an IP address in **E-mail Server** under E-mail Setup. This is also true if host names will be used for Scan to FTP or Scan to Desktop destinations.



Setting Passwords

Passwords can be set to restrict Web page access and protect settings. An administrator password and a user password can be set. When the Web page is accessed with the administrator password, all settings can be configured. When the Web page is accessed with the user password, destinations in the Scanner Destination Management menu can be stored, deleted, and edited; however, settings in the Setup menu cannot be configured.

To enable password protection, click **Passwords** in the Web page menu and select the "**Enable Password Protection of this Web Site**" checkbox. The passwords for "User" and "admin" are both initially set to "Sharp". If you wish to change a password, enter "Sharp" in **Old Admin Password**, and then enter the new password under **User Password** or **Admin Password**. A password must consist of alphanumeric characters and be no more than 10 characters long. Passwords are case sensitive.

When you are finished, click **Submit** to store the new settings and then turn the machine power off and then back on. The next time you attempt to access the Web page, you will be prompted for the password. For the **User name**, enter "user" if you are accessing the page as a user, or "admin" if you are accessing the page as an administrator.

For more information on setting passwords, click **Help** at the bottom of the Web page menu.

Network Scanning and Sender E-mail settings

The network scanning settings allow you to select the method for assigning a file name to a scanned image and enter a subject for Scan to E-mail (the subject can also be entered from the operation panel of the machine as explained in Scan to E-mail Setup on page 82).

Click **Network Scanning** in the menu and then configure the settings as needed. When finished, be sure to click **Submit** to store the new settings.

To enter the sender name and sender e-mail address that appear on e-mail that you send, click **Sender E-mail**. The sender information can be entered separately for each personal book and for the COMMON book.

For detailed information on all the settings in the Web page, click **Help**.

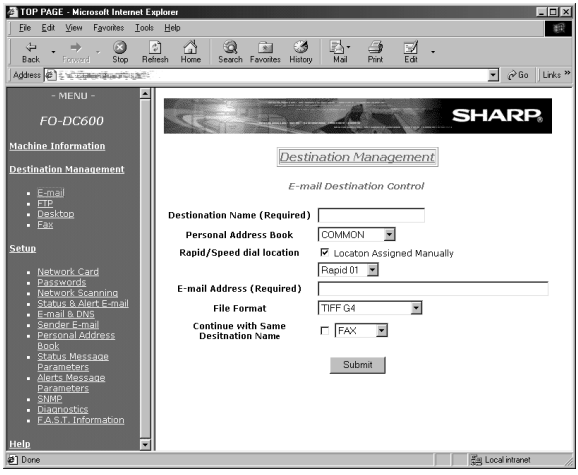
Storing Network Scanning Destinations

Network scanning destinations can be stored in Rapid Keys and Speed Dial numbers. The Rapid Keys and Speed Dial numbers can be in a personal book or in the COMMON book.

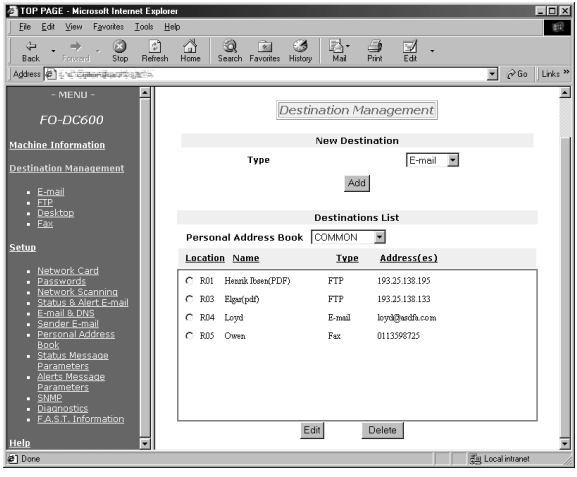
- Scan to E-mail can be performed by manually entering the destination e-mail address at the time of transmission, or by using a Rapid Key or Speed Dial number. A Scan to E-mail destination can be stored in a Rapid Key or Speed Dial number using the Web page, or using the operation panel on the machine (to use the operation panel, see page 91).
- To use Scan to FTP, the destination must be previously stored in a Rapid Key or Speed Dial number. A Scan to FTP destination can only be stored in a Rapid Key or Speed Dial number using the Web page.
- To use Scan to Desktop, the Network Scanner Tool and SharpDesk programs must be installed in the destination computer. The Network Scanner Tool automatically stores the computer as a Scan to Desktop destination, and for this reason, the Web page should not be used to store Scan to Desktop destinations. However, the Web page can be used to change the selected file format for a Scan to Desktop destination, copy a Scan to Desktop destination into a different address book, or delete a Scan to Desktop destination if the Network Scanner Tool has been uninstalled from the computer.
- Fax destinations can also be stored in Rapid Keys and Speed Dial numbers using the Web page.

Storing destinations in the Web page

To store a destination, click the desired destination type (**E-mail**, **FTP**, or **Fax**) under **Destination Management** in the Web page menu. In the Destination Management page, enter the destination name and select a personal address book or the COMMON book. To select a Rapid Key or Speed Dial number, select the **Location Assigned Manually** checkbox and select a Rapid Key or Speed Dial number from the list. Enter the information required for the destination type, and click **Submit**.



To edit or delete a destination, click **Destination Management** in the Web page menu, select the destination you wish to edit or delete, and click **Edit** or **Delete** at the bottom of the page.



For detailed information on setting up, editing, and deleting destinations, click **Help** at the bottom of the Web page menu frame.

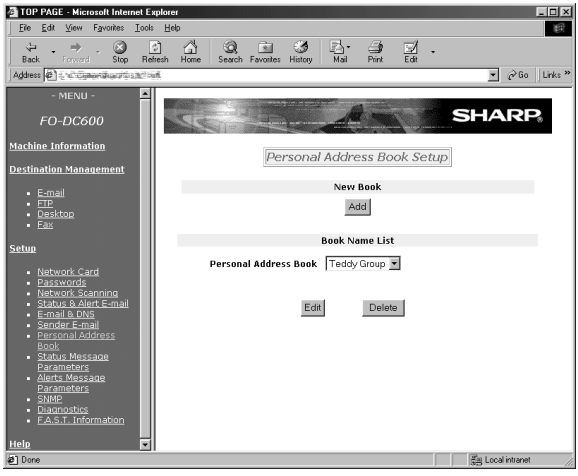
Scan to FTP (Hyperlink)

When using Scan to FTP to send an image to an FTP server, you can also have notifications automatically sent by e-mail to selected recipients informing them that the image has been posted on the server. The e-mail will contain a hyperlink to the image file on the server, allowing the recipients to open the file by simply clicking on the hyperlink (unless the FTP server requires a password).

To use this feature, select the “Enable Hyperlink to FTP server to be e-mailed” checkbox when storing the Scan to FTP destination, and then select the recipients for the e-mail from the **E-mail Destination** list.

Creating personal books in the Web page

To create a new personal book in the Web page, click **Personal Address Book** in the Web page menu, and then click **Add** in the Personal Address Book Setup page. Enter the required information and click **Submit**.



Information on using Scan to Desktop

Unlike the case where a scanner is directly connected to your computer, scanning using Scan to Desktop cannot be directly initiated from a scanning application in your computer. Instead, scanning is begun by pressing the Rapid Key or Speed Dial number on the machine that contains your computer as a Scan to Desktop destination. To use Scan to Desktop, the Network Scanner Tool must be running in your computer (it starts and runs automatically in the background when you power up your computer).

Your computer is automatically stored as a Scan to Desktop destination in a Rapid Key or Speed Dial number when you install the Network Scanner Tool. After you install and set up the Network Scanner Tool, access the Web page in the machine from your browser on your computer, and click **Destination Management** in the menu to see which Rapid Key or Speed Dial number your computer is stored in. This will be the Rapid Key or Speed Dial number you will use to scan documents to your computer.

Scan to E-mail Setup

To use the Scan to E-mail function, the subject and sender information (name and e-mail address) that appear when an image is sent to an e-mail recipient must be entered, and the file format for the scanned image must be selected. (Note: The file format set in this procedure does not apply to Scan to E-mail using a Rapid Key or Speed Dial number.)

- The preset subject is “Scanned image from FO-DCXXX” (where “XXX” is “500” or “600”), and the preset file format is “TIFF/G4”.
- You can enter a different sender name and select a different file format at the time of transmission. The subject can only be changed using the following procedure.

Important: To use Scan to E-mail, sender information must be set using the following procedure, or using the Web page as explained on page 78, even if a sender is manually entered at the time of transmission.

Note: In the event that your e-mail server is unable to deliver a Scan to E-mail transmission to a specified e-mail address, your server will send notification to the sender’s e-mail address that you enter in the following procedure or at the time of transmission.

1 **Press MENU and then ▲.**

- Make sure that NETWORK SETTING is selected in the display.

Display:

```
MENU MODE
   5:PROGRAM/GROUP MODE
   6:SERIAL POLLING MODE
   7:MEMORY POLL MODE
▶ 8:NETWORK SETTING
```

2 **Press START/ENTER and then ▲ or ▼ until SCAN TO E-MAIL SET-UP is selected.**

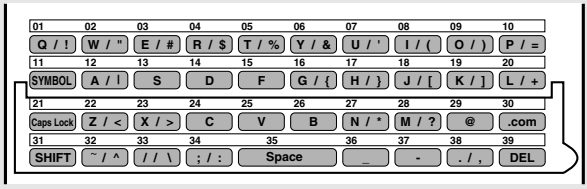
```
NETWORK SETTING
   1:NETWORK CONFIG SET
▶ 2:SCAN TO E-MAIL SET-UP
   3:NETWORK SETTING LIST
```

3 **Press START/ENTER.**

```
SCAN TO E-MAIL SET-UP
▶ 1:E-MAIL SUBJECT
   2:E-MAIL SENDER
   3:FILE FORMAT
```

4 **Press START/ENTER.**

5 **Enter the e-mail subject by pressing the letter entry keys (max. of 60 characters). (Make sure the Rapid Key overlay is flipped down.)**



- To enter a space, press Space.
- To change case, press Caps Lock.
- To clear a mistake, press DEL.
- To enter a number, press the appropriate numeric key. To enter the symbol on a letter key (the character to the right of the slash), press SYMBOL ("SYM" will appear in the display) and then the letter key (press SYMBOL again to turn off symbol entry mode).
- To move the cursor, press ◀ or ▶. To switch between letter insertion and letter replacement mode when the cursor is in the middle of a sequence of letters, press MENU.

6 **Press START/ENTER.**

- Make sure that E-MAIL SENDER is selected.

```
SCAN TO E-MAIL SET-UP
   1:E-MAIL SUBJECT
▶ 2:E-MAIL SENDER
   3:FILE FORMAT
```

7 **Press START/ENTER.**

8 **Press the letter keys to enter the sender's name (see Step 5)**

9 **Press START/ENTER.**

10 **Press the letter keys to enter your e-mail address (see Step 5).**

11 **Press** (START/ENTER).

- Make sure that FILE FORMAT is selected.

```
SCAN TO E-MAIL SET-UP
   1:E-MAIL SUBJECT
   2:E-MAIL SENDER
▶ 3:FILE FORMAT
```

12 **Press** (START/ENTER).

```
FILE FORMAT SETTING
▶ 1:TIFF-G4
   2:TIFF-G3
   3:TIFF-NO COMPRESSION
   4:PDF-G4
   5:PDF-G3
```

13 **Press (▲) or (▼) to select the desired combination of file format (TIFF or PDF) and compression method (G3, G4, or NO COMPRESSION).**

- TIFF is a bitmap format that can be compressed without loss of data. TIFF images can be viewed by many viewer programs. PDF is a widely used format that requires Adobe Acrobat Reader® to view.
- G4 provides the greatest amount of compression and works well with most black and white files. If the recipient cannot open a G4-compressed file or experiences other difficulties, try G3 or “NO COMPRESSION”.

14 **Press** (START/ENTER) **and then press** (STOP) **repeatedly to return to the date and time display.**

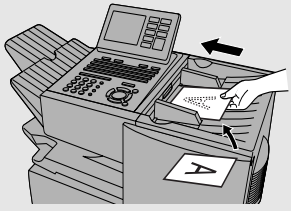
Scan to E-mail Using the E-mail Key

Use the **e-mail** key when you wish to manually enter the e-mail address of a recipient for Scan to E-mail. The scanned image will be sent as an e-mail attachment. A message can also be included as explained in Steps 5 and 6.

Important:
To use Scan to E-mail, the setup procedures outlined on page 71 must be completed. This includes setting a default sender as explained in the procedure beginning on page 82 of this manual.

♦ If you need to change the e-mail subject, use the procedure on page 82.

1 **Load the document(s).**



- SEND READY will appear in the display.
- Press RESOLUTION and/or CONTRAST to set the resolution and contrast if needed. The default resolution is FINE. Note that STANDARD and SUPER FINE are primarily for faxing and are not recommended for scanning.

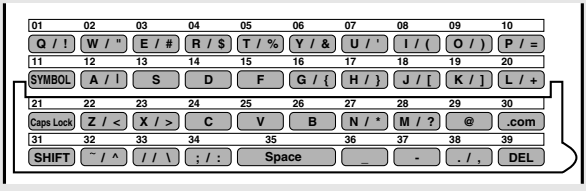
2 **Press *e-mail*.**

Display:

```
SCAN TO E-MAIL

TO: [
```

3 **Enter the e-mail address of the recipient by pressing the letter entry keys (for details, see Step 5 on page 83; max. of 60 characters). (Make sure the Rapid Key overlay is flipped down.)**



4 **Press START/ENTER.**

5 **If you wish to enter a message, your name, or your return e-mail address, or select the file format for the document, press ▼.**
(If you wish to use the default settings you entered on page 82 and do not need to enter a message, go directly to Step 8.)

```
▶ 1:START SCANNING
  2:FROM
    XXX
  3:FILE FORMAT
    XXX
  4:MESSAGE
    NO  MESSAGE
```

Your preset sender and file format appear in "XXX".

6 **Press ▼ to select the option you want to change, and then press START/ENTER. Change the selected option as follows:**

- FROM

  Enter your name, press START/ENTER, enter your e-mail address, and press START/ENTER.

- FILE FORMAT

  Press ▼ to select the desired combination of file format (TIFF or PDF) and compression (G3, G4 or NO COMPRESSION), and then press START/ENTER.

- MESSAGE

  Use the letter entry keys to enter a message (see Step 5 on page 83; maximum of 256 characters). A line break can be entered by pressing ▼. When finished, press START/ENTER.

7 **When you have finished changing the options, press ▲ or ▼ to select START SCANNING.**

```
▶ 1:START SCANNING
  2:FROM
    XXX
  3:FILE FORMAT
    XXX
  4:MESSAGE
    NO  MESSAGE
```

8 **Press (START/ENTER). The document is scanned and transmitted.**

Sending an Image Using a Rapid Key or Speed Dial Number

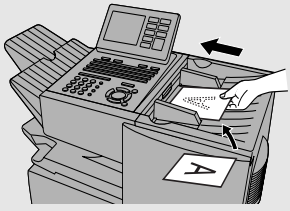
Sending an image using a Rapid Key

Use this procedure to scan a document and send the image to an E-mail, FTP, or Desktop destination that has been stored in a Rapid Key.

Important: To use this procedure, the setup procedures outlined on page 71 must be completed. In the case of Scan to E-mail, this includes setting a default sender as explained in the procedure beginning on page 82 of this manual.

- ♦ If you are sending the image to an e-mail destination and need to change the subject, use the procedure on page 82.

1 **Load the document(s).**

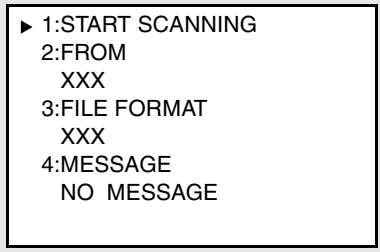


- SEND READY will appear in the display.
- Press RESOLUTION and/or CONTRAST to set the resolution and contrast if needed. The default resolution is FINE. Note that STANDARD and SUPER FINE are primarily for faxing and are not recommended for scanning.

2 **Press the appropriate Rapid Key.**

- The name of the recipient will appear in the display. (If the destination is not correct, press STOP within 5 seconds of pressing the Rapid Key.)
- If the destination is an FTP or Desktop destination, or if the destination is an e-mail destination and you don't need to enter a message or change any of the e-mail options, this completes the procedure.

3 **If the destination is an e-mail destination and you wish to enter a message, or change the sender name or e-mail address, or select the file format for the document, press ▼ *WITHIN 5 SECONDS* after pressing the Rapid Key in Step 2.**
(After 5 seconds, the document will be scanned and transmitted using the settings that were stored in the Rapid Key.)



4 **Press ▼ to select the option you want to change, and then press START/ENTER. Change the selected option as follows:**

- FROM

  Enter your name, press START/ENTER, enter your e-mail address, and press START/ENTER.

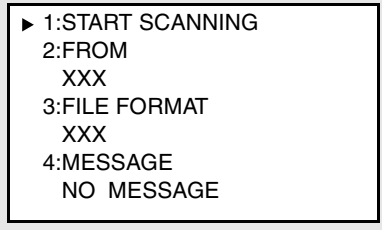
- FILE FORMAT

  Press ▼ to select the desired combination of file format (TIFF or PDF) and compression (G3, G4 or NO COMPRESSION), and then press START/ENTER.

- MESSAGE
  Use the letter entry keys to enter a message (maximum of 256 characters).

  A line break can be entered by pressing ▼. When finished, press START/ENTER.

5 **When you have finished changing the options, press ▲ or ▼ to select START SCANNING.**



6 **Press START/ENTER to begin scanning and transmission.**

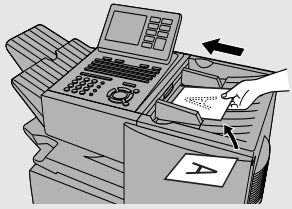
Sending an image using a Speed Dial number

Use this procedure to scan a document and send the image to an E-mail, FTP, or Desktop destination that has been stored in a Speed Dial number.

Important: To use this procedure, the setup procedures outlined on page 71 must be completed. In the case of Scan to E-mail, this includes setting a default sender as explained in the procedure beginning on page 82 of this manual.

- If you are sending the image to an e-mail destination and need to change the subject, use the procedure on page 82..

1 Load the document(s).

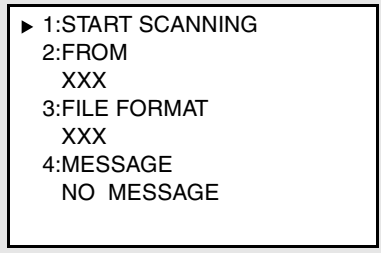


- SEND READY will appear in the display.
- Press RESOLUTION and/or CONTRAST to set the resolution and contrast if needed. The default resolution is FINE. Note that STANDARD and SUPER FINE are primarily for faxing and are not recommended for scanning.

2 Press SPEED DIAL and then enter the Speed Dial number by pressing the numeric keys.

- If you enter less than 3 digits for the Speed Dial number, press START/ENTER to complete the entry.
- Check the display to make sure the destination shown is correct (if not, press STOP and repeat Step 2).

3 **If the destination is an e-mail destination and you wish to enter a message, your name, or your return e-mail address, or select the file format for the document, press ▼.**
(If the destination is an FTP or Desktop destination, or if you wish to use the e-mail settings that were stored in the Speed Dial number and do not need to enter a message, go directly to Step 6.)



4 **Press ▼ to select the option you want to change, and then press START/ENTER. Change the selected option as follows:**

- FROM

  Enter your name, press START/ENTER, enter your e-mail address, and press START/ENTER.

- FILE FORMAT

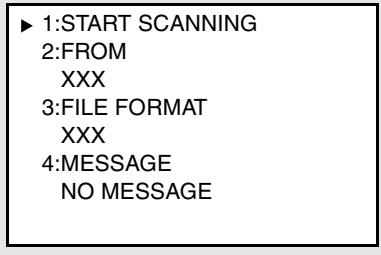
  Press ▼ to select the desired combination of file format (TIFF or PDF) and compression (G3, G4 or NO COMPRESSION), and then press START/ENTER.

- MESSAGE

  Use the letter entry keys to enter a message (maximum of 256 characters).

  A line break can be entered by pressing ▼. When finished, press START/ENTER.

5 **When you have finished changing the options, press ▲ or ▼ to select START SCANNING.**



6 **Press START/ENTER to begin scanning and transmission.**

Storing an e-mail address in a Rapid Key or Speed Dial number

This section explains how to store e-mail addresses in Rapid Key and Speed Dial numbers using the operation panel of the machine. This will allow you to send documents to e-mail recipients without having to manually enter the e-mail address each time.

- This procedure cannot be used to store an FTP or Desktop destination (these can only be stored as explained on page 79).

1 **Press MENU and then ▲ or ▼ until ENTRY MODE is selected in the display.**

Display:

```
MENU MODE
  1:RECEIVE MODE
  2:LISTING MODE
▶ 3:ENTRY MODE
```

2 **Press START/ENTER. Make sure that DESTINATION SETTING is selected.**

```
ENTRY MODE
▶ 01:DESTINATION SETTING
  02:PASSCODE SETTING
  03:OWN PASSCODE SET
```

3 **Press START/ENTER. Make sure that SET is selected.**

```
DESTINATION SETTING
▶ 1=SET
  2=CLEAR
```

4 **Press START/ENTER.**

```
DESTINATION SET
 PRESS RAPID OR SPEED
```

5 **To program a Rapid Key number, press the Rapid Key that you wish to use. (To select Rapid Keys 40 through 59, flip up the Rapid Key overlay.)**

To program a Speed Dial number, press SPEED DIAL and then enter the number that you wish to use ("1" to "100" on the FO-DC500, or "1" to "200" on the FO-DC600). (If you enter less than three digits, press START/ENTER to complete the entry.)

```
DESTINATION SET
SELECT DESTINATION TYPE
▶1=FAX
 2=E-MAIL
```

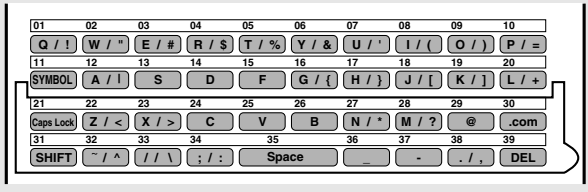
6 **Press ▼ to select E-MAIL.**

```
DESTINATION SET
SELECT DESTINATION TYPE
 1=FAX
▶2=E-MAIL
```

7 **Press START/ENTER.**

8 **Enter the e-mail address of the recipient by pressing the letter entry keys (for details, see Step 5 on page 83; max. of 60 characters). (Make sure the Rapid Key overlay is flipped down.)**

- To clear a mistake, press DEL .



9 **Press START/ENTER.**

10 **Enter the name of the party by pressing the letter entry keys (max. of 20 characters). (Make sure the Rapid Key overlay is flipped down.)**

11 **Press** (START/ENTER).

```
DESTINATION SET
 SELECT FILE FORMAT
 ▶1:TIFF-G4
  2:TIFF-G3
  3:TIFF-NO COMPRESSION
  4:PDF-G4
  5:PDF-G3
```

12 **Press ▲ or ▼ to select the file format (TIFF or PDF) and compression method (G3, G4, or NO COMPRESSION) for the document that will be sent as an e-mail attachment. (Note: You can override this setting during the transmission procedure.)**

13 **Press** (START/ENTER).

14 **Return to Step 5 to program another number, or press** (STOP) **repeatedly to return to the date and time display.**

- If you programmed a Rapid Key number, you can write the name of the destination on the label above the Rapid Key.

Editing a Rapid Key or Speed Dial number

To make changes in a Rapid Key or Speed Dial number, repeat the programming procedure. Select the Rapid Key or Speed Dial number for which you want to make changes in Step 5, and then change the programmed information as needed in the following steps.

Clearing a Rapid Key or Speed Dial number

To clear a Rapid Key or Speed Dial number, select CLEAR in Step 3 of the programming procedure, press (START/ENTER), select the Rapid Key or Speed Dial number as explained in Step 5, and then press (START/ENTER).

Installing the Network Scanner Software

To use the Scan to Desktop function, the following two software programs must be installed in your computer (the destination computer for Scan to Desktop). The programs are installed from the CD-ROM that comes with the network scanner expansion kit.

- Sharpdesk (Desktop Document Management Software)
- Network Scanner Tool

Note: Sharpdesk can be installed and used in 5 computers. If you need to install Sharpdesk in more than 5 computers, please contact your Sharp dealer.

Software Programs

For detailed information on each of the software programs, please refer to the user's guides on the CD-ROM.

Sharpdesk (Desktop Document Management Software)

Sharpdesk lets you manage a variety of electronic information such as scanned image data from the network scanner or documents created using word processing or spreadsheet application software. Some of the important features of Sharpdesk are:

- Sharpdesk works with your scanner to let you read paper documents into your computer using a full-featured set of scanning controls and options.
- Sharpdesk makes editing of your images and documents quick and easy.
- A text image scanned into Sharpdesk can be converted into editable text for use with your favorite word processor. Sharpdesk uses an advanced Optical Character Recognition (OCR) engine that even preserves your document layouts.
  Note: For the best results, set the resolution to ULTRA FINE when scanning a document for OCR conversion.

Network Scanner Tool

This is a utility that helps you use Scan to Desktop. It configures the necessary settings in the network scanner and client computer to receive data. In addition, Network Scanner Tool will automatically start Sharpdesk when image data is received. The scanned image received by your computer can be:

- ♦ Saved in a folder.
- ♦ Passed to an application set in the Network Scanner Tool.
- ♦ Sent as e-mail.
- ♦ Saved in Sharpdesk.

User's Guides for Software Programs

The Manual folder in the CD-ROM contains user's guides (in PDF format) for each of the software programs.

- ♦ Sharpdesk User's Guide
- ♦ Network Scanner Tool User's Guide

Acrobat Reader Version 4.05 or later is needed to view the user's guides. If not already installed in your computer, you can install Acrobat Reader from the CD-ROM. (Note: If Acrobat Reader 3.0 is already installed in your computer, uninstall it before installing the new version from the CD-ROM.)

Installing Acrobat Reader

1 Quit any software applications and/or resident programs that are running on your computer.

2 Insert the CD-ROM into your CD-ROM drive.

- If the Sharpdesk installation window appears, click **Cancel** to close the window.

3 Double-click **My Computer** ().

4 Click the CD-ROM icon () and select **Open** from the **File** menu.

5 Double-click the **Acrobat** folder, and then double-click “ar405eng.exe” ().

6 Follow the instructions on the screen.

Installing the software programs

Note the following when installing the software programs from the CD-ROM:

- ♦ Be sure to check the system requirements for installation of each of the software programs in the user's guides and on the information screen during installation.
- ♦ The user's guides give detailed instructions for installing and setting up the programs. Be sure to read the user's guides before installing the programs.
- ♦ If you perform a standard installation of Sharpdesk (select **Typical** in the installation type selection screen), Network Scanner Tool will also be installed. You can also select **Custom** installation and install only Network Scanner Tool.
- ♦ If your computer does not currently have Internet Explorer version 5.01 or later installed, Sharpdesk will install a minimal version of Internet Explorer 5.01 on your computer.

1 Quit any software applications and/or resident programs that are running on your computer.

2 Insert the CD-ROM into your CD-ROM drive.

- If the Sharpdesk installation screen appears. go to Step 6.
- If the screen does not appear, continue with Step 3.

3 Double-click "My Computer" ( ).

4 Double-click the CD-ROM icon ( ).

5 Double-click the **Sharpdesk** folder, and then double-click **SETUP** ( ).

6 Follow the instructions on the screen.

- In the license number entry line in the user information screen, enter the license number that appears on the cover of this manual.

- If you select **Typical** in the installation type screen, Network Scanner Tool will also be installed. If you only wish to install Network Scanner Tool, select **Custom** in the installation type screen and then check only Network Scanner Tool.
- Sharpdesk Imaging is installed together with Sharpdesk. If Imaging for Windows was previously installed, Sharpdesk Imaging will overwrite Imaging for Windows.
- The Sharpdesk installation package contains Sharpdesk Imaging, which is a version of Eastman Software's “Imaging for Windows Professional Edition” that has been customized for the Sharp Corporation. If Eastman Software's “Imaging for Windows Professional Edition” has already been installed on your computer, Sharpdesk Imaging will not be installed.
- “Imaging for Windows Professional Edition” and Sharpdesk Imaging use common registry entries, and installing “Imaging for Windows Professional Edition” after Sharpdesk has been installed may cause abnormal operation. In this case, uninstall Sharpdesk and Sharpdesk Imaging, and then install “Imaging for Windows Professional Edition”. After that, reinstall Sharpdesk.

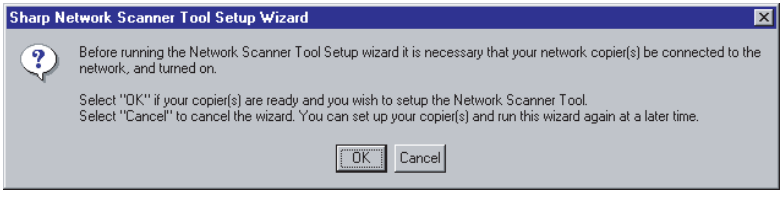
Setting up Network Scanner Tool

When installation of the software is completed, the Sharp Network Scanner Tool Setup Wizard will appear. Follow these steps to set up the Network Scanner Tool.

♦ The FO-DC500/600 is referred to as “Copier” in the windows of the setup wizard.

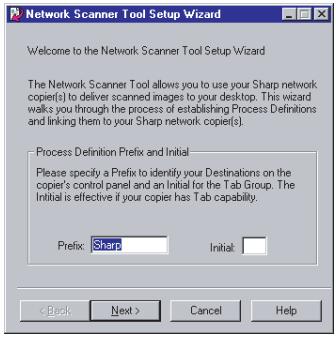
---

1 When the Sharp Network Scanner Tool Setup Wizard appears, click **OK** after confirming that the FO-DC500/600 is connected to the network. Follow the on-screen instructions to complete the setup.

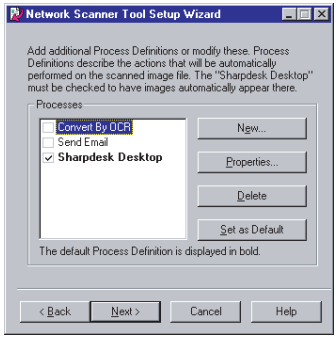


2 Enter any name you wish for the Process Definition Prefix and any letter for **Initial**, and click **Next**. Click **Help** for detailed information.

- The name of your computer initially appears in the Prefix box. If you wish to change the prefix, enter a name in 6 characters.
- Enter any letter for the **Initial** (the initial is not used on the FO-DC500/600, however, an entry is necessary).
- The Process Definition defines instructions for how the image will be processed once it arrives at the computer.



3 Check the Process Definitions you wish to use and click **Next**.



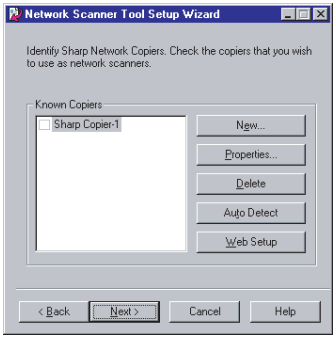
- Network Scanner Tool is shipped with 3 pre-defined sets of instructions called Process Definitions if you install both Sharpdesk and Network Scanner Tool. The “Process Definition Prefix” that was set in Step 2 appears in the displayed name of each process (“Sharp” is used for the prefix in the examples below).

- Convert By OCR (name displayed: Sharp-OCR)
  Converts a scanned file to an editable document.
- Send Email (name displayed: Sharp-Email)
  Launches your default e-mail application so the file can be e-mailed.
- Sharpdesk Desktop (name displayed: Sharp-Desk),
  Launches the Sharpdesk application (this is the default).

- Network Scanner Tool is shipped with 2 pre-defined Process Definitions if you install only Network Scanner Tool.

  - Send Email (name displayed: Sharp-Email),
  - My Documents (name displayed: Sharp-MyDocs)
    Stores the file in the “My Documents” folder in your computer (this is the default).

4 Select the machine (or machines) that you wish to use as a network scanner.
The name that initially appears is the machine name set during the installation of the network scanning function. If a name was not set, “Sharp Copier-1” (or a higher number if there are multiple FO-DC500/600 machines on the network) will appear.
Click the **Properties** button and then the **Advanced** button, and select whether your computer uses an IP address or a host name on the network (ask your network administrator if you do not know).
When finished, click **Next**.



- The FO-DC500/600 is automatically detected on the network.

- The settings in Steps 3 and 4 can be changed later by clicking the Windows **Start** button, pointing to **Programs**, **Sharpdesk** and then selecting **Network Scanner Tool Configuration**. For more details, see on-line Help or the Network Scanner Tool User's Guide in the CD-ROM.

5 When the completion message appears, click **Finish**.

Uninstalling a program

You can uninstall the software with “Add/Remove Programs” in the Windows Control Panel, or with the Sharpdesk Uninstaller.

- When Sharpdesk is uninstalled, Network Scanner Tool is also uninstalled. Note that if Network Scanner Tool is uninstalled, you will no longer be able to directly receive image data from the machine.
- The Sharpdesk desktop folder is not removed when you uninstall Sharpdesk.
- If you uninstall Sharpdesk Imaging, you will not be able to open image files unless you re-install the Windows accessory Imaging for Windows.
- If you uninstall the programs, use the Web page in the machine to clear the Rapid Key or Speed Dial number that contained your computer as a Scan to Desktop destination.

Uninstalling the software programs with the Sharpdesk Uninstaller

Click **Start** and then point to **Programs** (**All Programs** in Windows XP), **Sharpdesk**, and then **Uninstall**. Follow the instructions on the screen.

If an additional FO-DC500/600 machine is installed on the network

If an additional FO-DC500/600 machine is installed on your network after you have installed Sharpdesk and the Network Scanner Tool, it is not necessary to reinstall the software. Simply follow the steps below to automatically detect the new machine.

1 Click the **Start** button, point to **Programs**, **Sharpdesk**, and then **Network Scanner Tool Configuration**.

2 Click the **Copiers** tab in the window that appears.

3 Click the **Auto Detect** button. The names of the FO-DC500/600 machines on your network will be displayed. Select the name of the new machine.

4. Network Printer Option

The FO-NP1 Printer Expansion Kit allows the FO-DC500/600 Document Communication System to be used as a network printer.

The features of the printer include:

- Print speeds of up to 16 pages per minute.
- Printing multiple sets of documents.
- Printing multiple document pages on a single sheet (N-up printing).

The following steps are necessary to use the network printer option. The steps must be completed in the order shown.

1. Your dealer must install the FO-LN1 network interface kit and the FO-NP1 network scanner kit. The machine must be connected to the network.

2. The IP address of the machine must be set as explained in the following section.

3. The printer driver must be installed in all computers on the network that will be using the printer. The printer driver is installed from the CD-ROM that is included in the network printer kit. The procedures for installing the printer driver and configuring print settings are explained in this chapter.

Setting the IP address of the machine

To allow computers to communicate with the printer over the network, the printer must be assigned an IP address. This procedure should be performed by the network administrator or administrator of the machine, and is explained in *Setting the IP Address* on page 73.

Note: Although “DHCP” is available as a setting for the IP address (this means that the machine automatically obtains an address from a DHCP server), it is recommended that a permanent IP address be assigned to the machine. If DHCP must be used, it is recommended that the DHCP lease time for the IP address be set to unlimited.

- Note that the printer cannot be directly connected to a computer using a parallel cable. The printer must be connected to the network through the FO-LN1 network interface kit.
- If you plan on moving the printer, contact your Sharp dealer.

Installing the Printer Driver

The SHARP **PCL XL** printer driver printer driver is provided in the CD-ROM in the FO-NP1 printer kit. This driver must be installed in every computer that uses the printer.

Important: The printer driver cannot be installed unless the FO-NP1 Printer Expansion Kit and FO-LN1 LAN interface have been installed in the machine and the machine is ready for use as a network printer.

♦ Before installing the printer driver, be sure to read the “Readme” file on the CD-ROM (Option\English\Readme.txt) for the latest information.

System Requirements

You will need the following hardware and software in order to install the printer driver.

Computer	• IBM PC/AT or compatible computer equipped with an Ethernet interface
Operating System	• Windows 98 Second Edition, Windows Me, Windows NT 4.0 Workstation/Server (Service Pack 3 or later), Windows 2000 Professional/Server, XP Home/ Professional.
CPU	• Windows 98 / Windows NT 4.0 / Windows Me / Windows 2000: Pentium, 200 MHz or higher • Windows XP: Pentium, 300 MHz or higher
RAM	• Windows 98 / Windows NT 4.0 / Windows Me / Windows 2000: 64 MB or higher • Windows XP: 128 MB or higher

Printing out the IP address of the printer

In some cases it is necessary to enter the IP address of the machine when installing the printer driver. To check the IP address, follow the procedure in *Printing out the Network Settings* on page 76.

Network types

There are two types of networks, a peer to peer network where you print directly to the printer without going through a server, and a client-server network where you print through a server. Follow the appropriate instructions below for your operating system and your network type to install the printer driver.

Client-server network: Installing the printer driver in the server

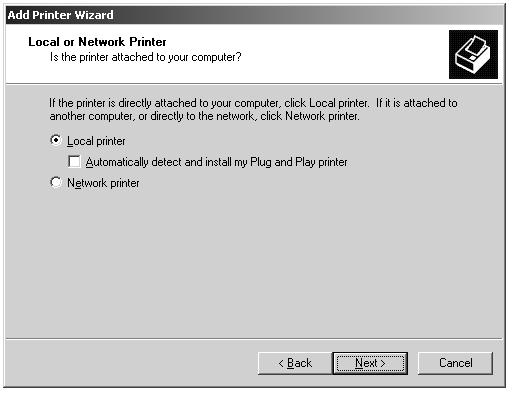
To use the printer on a client-server network, the printer driver must first be installed in the server (this must be done before installing the printer driver in client computers). Follow the appropriate procedure for your server's operating system.

Windows 2000 Server

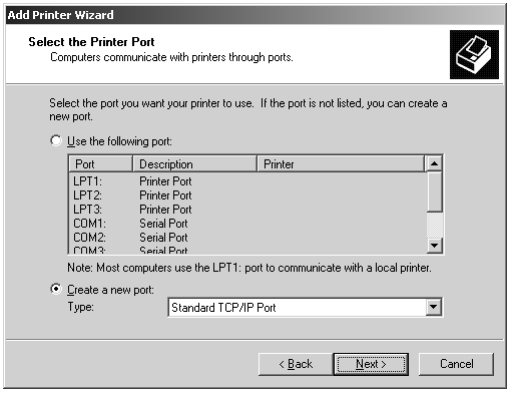
1 Click the Windows **Start** button, point to **Settings**, and then click on **Printers**.

2 Double-click **Add Printer** in the Printers window to run the Add Printer Wizard and then click **Next**.

3 Select **Local Printer**. Make sure that "**Automatically detect and install my Plug and Play printer**" is *not selected* and click **Next**.



4 Select "**Create a new port**" and select "**Standard TCP/IP Port**" from the list. Click **Next**.

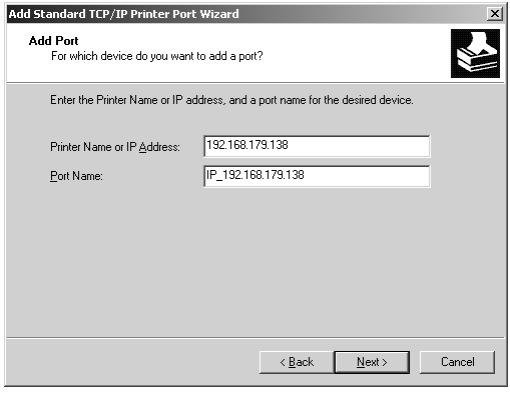


5 The "Add Standard TCP/IP Printer Port Wizard" will appear. Click **Next**.

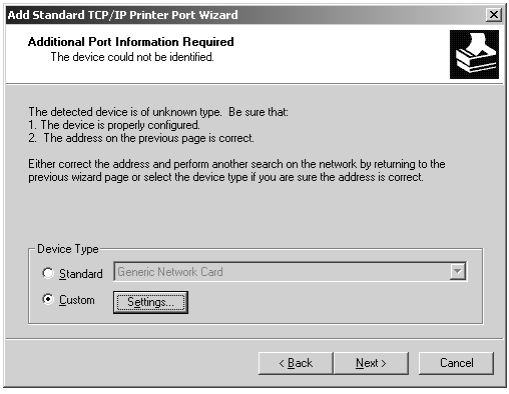
6 Enter the IP address of the printer (the port name is filled in automatically).

- If you need to check the IP address, follow the procedure in *Printing out the Network Settings* on page 76.

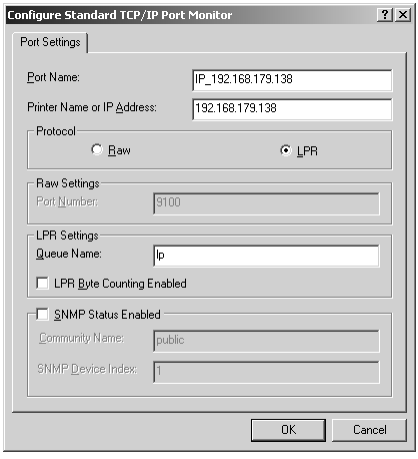
Make sure that the printer has been turned on and has been configured for network printing, and then click the **Next** button.



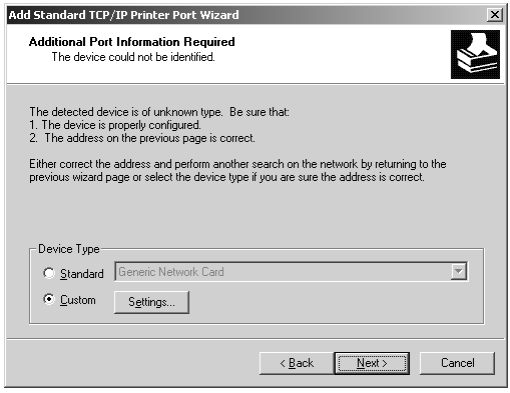
7 Select **Custom** and then click the **Settings** button.



8 The "Configure Standard TCP/IP Port Monitor" window will appear. Select **LPR** for the protocol, and enter any name for the queue name. Click **OK**.



9 Click the **Next** button.



10 Check your settings and then click the **Finish** button.

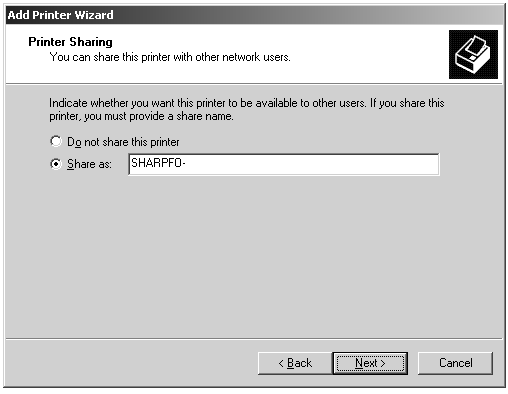
11 The Add Printer Wizard will display a list of printer models and manufacturers. Click the **Have Disk** button.

12 Insert the PRINTER UTILITIES CD-ROM into your CD-ROM drive. If the "Readme First" window appears, click **Cancel** to close the window.

13 Enter the path `Q:\Option\English\2k_pclxl` (substitute the letter of your CD-ROM drive for "Q") and click the **OK** button.

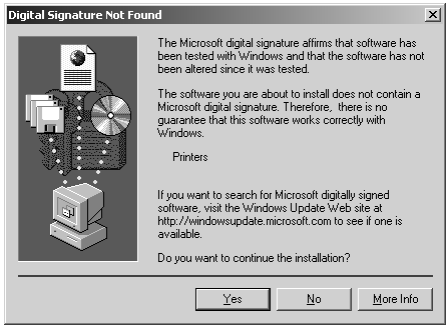
14 The printer driver name will appear in the Add Printer Wizard. Click **Next**.

15 Follow the instructions on your screen. When the “Printer Sharing” window appears, select **Share as**. If you would like to change the name, enter a new name (this must be 8 characters or less to allow sharing with Windows 98/Me computers). Click **Next**.



16 Enter a location and comment if desired, click **Next**, and then follow the instructions on your screen to finish installing the printer driver.

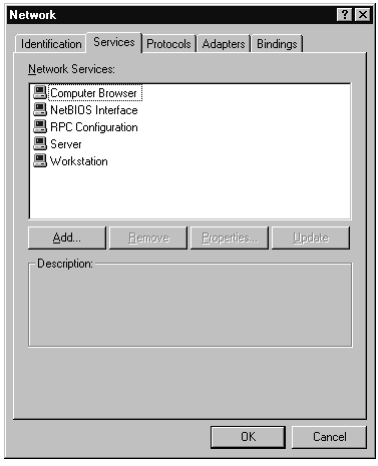
- If the following window appears at any time, click **Yes** to continue the installation.



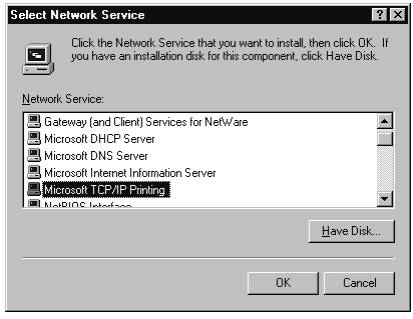
Windows NT Server

1 The first step is to install Microsoft TCP/IP Printing. Click the Windows **Start** button, point to **Settings**, and then click on **Control Panel**.

2 In the Control Panel window, double-click **Network** to open the Network window. Click the **Services** tab. If "Microsoft TCP/IP Printing" already appears in the list, close the Network window and go to Step 6. If "Microsoft TCP/IP Printing" does not appear, click the **Add** button.



3 The "Select Network Service" window shows a list of services. Select "Microsoft TCP/TP Printing", and click the **OK** button.



4 Insert your Windows NT Server 4.0 CD-ROM into your CD-ROM drive. Make sure the correct path is entered and click the **Continue** button.

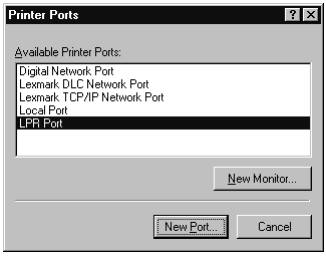
5 Follow the instructions on your screen to install the component. When finished, restart Windows.

6 The next step is to install the printer driver using the Add Printer Wizard. Click the **Start** button, point to **Settings**, and then click on **Printers**.

7 Double-click **Add Printer** in the Printers window to run the Add Printer Wizard. Select **My Computer** and then click **Next**.

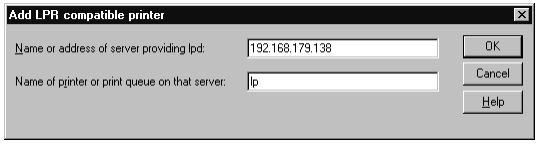
8 A list of the ports will appear. Click the **Add Port** button.

9 The Printer Ports window will show a list of the available ports. Select **LPR Port** and click the **New Port** button.



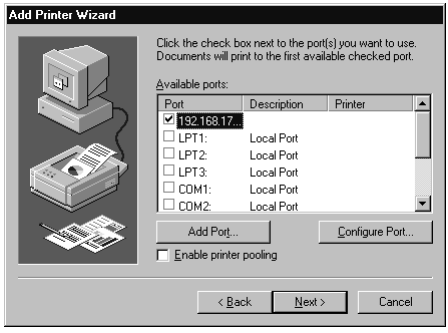
10 The “Add LPR compatible printer” window will appear. Enter the IP address of the printer and any queue name you wish, and click the **OK** button.

- If you need to check the IP address, follow the procedure in *Printing out the Network Settings* on page 76.



11 Click the **Close** button in the Printer Ports window.

12 Make sure the new port is selected in the list of ports and then click the **Next** button.



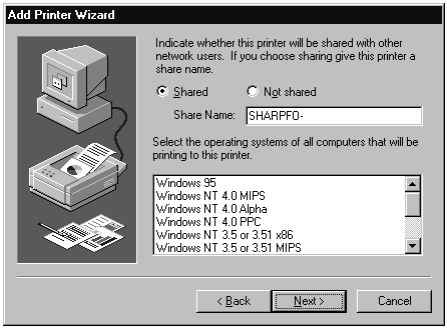
13 The Add Printer Wizard will display a list of printer models and manufacturers. Click the **Have Disk** button.

14 Insert the PRINTER UTILITIES CD-ROM into your CD-ROM drive. If the "Readme First" window appears, click **Cancel** to close the window.

15 Enter the path `Q:\Option\English\Nt_pclxl` (substitute the letter of your CD-ROM drive for "Q") and click the **OK** button.

16 The printer driver name will appear in the Add Printer Wizard. Click **Next**.

17 Follow the instructions on your screen. When the following window appears, select **Share**. If you would like to change the Share name, enter a new name (this must be 8 characters or less to allow sharing with Windows 98/Me computers). Click **Next**.



18 Follow the instructions on your screen to finish installing the printer driver.

Client-Server Network: Installing the Printer Driver in a Client Computer

There are two ways to install the printer driver in a client computer on a client-server network: using the Integrated Installer in the PRINTER UTILITIES CD-ROM, or using **Add Printer** in the Printers folder in Windows.

- ♦ If you are installing the printer driver in a Windows 2000/XP client when the server is NT Server, see page 114.

Important: The printer driver must be installed in the server before it can be installed in a client computer.

Using the Integrated Installer

The Integrated Installer is included in the PRINTER UTILITIES CD-ROM that came with the network printer kit. The following procedure can be used in all operating systems.

1 Insert the PRINTER UTILITIES CD-ROM into your CD-ROM drive.

If the “Readme First” window appears, go directly to Step 4.

2 Click the Windows **Start** button and then click **Run**.

3 Type `Q:\Setup.exe` (substitute the letter of your CD-ROM drive for "Q") and then click the **OK** button.

4 The "Readme First" window will appear. Read the text and then click **Next**.

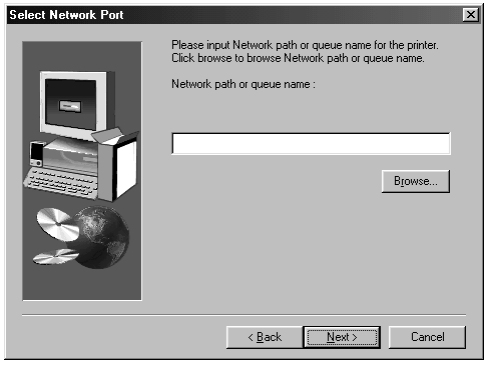
5 Select **User Tools** and click **Next**.

6 Select "PCL XL Printer Driver" and click **Next**.

7 The name of the printer driver to be installed from the CD-ROM will appear. Click **Start**.

8 When the Type of Model window appears, select your model and tray/casette configuration.

9 Follow the instructions on the screen. When the following window appears, click **Browse** and select "SHARPFO-DC500(600)" (or the name that was entered for the printer when the printer driver was installed in the server).



10 Follow the instructions on the screen to complete the installation.

Using Add Printer

The following procedure is used in all supported operating systems.

1 Open the Printers folder in Windows (click the **Start** button, point to **Settings**, and select **Printers**; the exact steps may vary depending on your operating system).

2 Double-click **Add Printer** in the Printers window to run the Add Printer Wizard and then click **Next**.

3 Select **Network Printer** and click **Next**.

4 Click **Browse** and select "SHARPFO-DC500(600)" (or the name that was entered for the printer when the printer driver was installed in the server).

5 Follow the instructions on your screen.

- If the "Readme First" window appears when you insert the PRINTER UTILITIES CD-ROM into your CD-ROM drive, click **Cancel** to close the window.
- When you are asked to specify the path of the driver, refer to the following table:

Printer Driver Path

Substitute the letter of your CD-ROM drive for "Q" in the path

Operating system	Path
Windows 98/Windows Me	**Q:\Option\English\9x_pclxl**
Windows NT 4.0	**Q:\Option\English\Nt_pclxl**
Windows 2000/XP	**Q:\Option\English\2k_pclxl**

6 If at any time the "Digital Signature Not Found" window or other hardware installation warning appears, click **OK** or **Continue Anyway** to continue the installation.

7 Follow the instructions on your screen to finish installing the printer driver.

Installation in a Windows 2000/XP client when the server is NT Server

To install the printer driver in a Windows 2000/XP client when the server is NT server, follow the *Using Add Printer* procedure on the previous page. In Step 3, select **Local Printer**, click **Next**, and then go to Step 5. When the port selection window appears, select LPT1 (this is just a temporary selection). Continue following the on-screen instructions to complete the installation.

Next, repeat the procedure once again, only this time select **Network Printer** in Step 3 (follow all steps of the procedure as indicated). When the installation is completed, open the Printers window. Two Sharp printer icons will appear, one for a local printer and one for a network printer. Delete the icon for a local printer.

Peer to Peer Network: Installing the Printer Driver

Follow the appropriate procedure for your operating system to install the printer driver in a computer on a peer to peer network.

Windows 2000/XP

Follow Steps 1 through 14 of the procedure for installing the printer driver in Windows 2000 Server. In Step 15, select “**Do not share this printer**”, click **Next**, and then follow the instructions on your screen to finish installing the printer driver.

During the procedure you will need to enter the IP address of the printer. To check the IP address, see "Printing out the IP address of the printer" on page “Printing out the IP address of the printer” on page 102.

Windows NT

Follow Steps 1 through 15 of the procedure for installing the printer driver in Windows NT Server. In Step 16, select **Not shared**, click **Next**, and then follow the instructions on your screen to finish installing the printer driver.

During the procedure you will need to enter the IP address of the printer. If you need to check the IP address, follow the procedure in *Printing out the Network Settings* on page 76 .

Windows 98/Me

Before installing the printer driver in Windows 98/Me, you must first install the IP Peer-to-Peer Redirector. The IP Peer-to-Peer Redirector is installed from the CD-ROM in the FO-LN1 network interface kit. Follow these steps to install the IP Peer-to-Peer Redirector and then the printer driver.

1 Insert the FO-LN1 network interface CD-ROM into your CD drive.

2 Click the **Start** button and select **Run**.

3 Type in `Q:\IP-P2P\SETUP.EXE` (substitute the letter of your CD-ROM drive for "Q"), and click **OK**.

4 Follow the instructions in the Setup program.

- If the Setup program detects a previous installation of the IP Peer-to-Peer Redirector, the program asks whether to delete the old driver and continue the installation procedure. Click **Yes** or **No**.

5 When the Peer-to-Peer Setup screen appears, click **Find Printers**.

6 Select the name of the printer to install. Then click **Select** and **Permanent**.

7 Click **OK**.

- After the redirector is installed, the printer selected in Step 6 will appear as a port in Printer Properties.

8 Next, install the printer driver. Click the **Start** button, point to **Settings**, and then click on **Printers**.

9 Double-click **Add Printer** in the Printers window to run the Add Printer Wizard and then click **Next**.

10 Select **Local Printer** and click **Next**.

11 The Add Printer Wizard will display a list of printer models and manufacturers. Click the **Have Disk** button.

12 Insert the PRINTER UTILITIES CD-ROM into your CD-ROM drive. If the "Readme First" window appears, click **Cancel** to close the window.

13 Enter the path `Q:\Option\English\9x_pclxl` (substitute the letter of your CD-ROM drive for "Q") and click the **OK** button.

14 The printer driver name will appear in the Add Printer Wizard. Click **Next**.

15 The Add Printer Wizard will show a list of available ports. Select the port you added when you installed the IP Peer-to-Peer Redirector and click **Next**.

16 Follow the instructions on your screen to finish installing the printer driver.

Printer Status Monitor and Printer Administration Utility

The Printer Status Monitor allows you to monitor the status of print jobs that you send to the printer. The Printer Administration Utility provide tools for the administrator to monitor and configure the printer. Follow the steps below to install either of these components.

For information on using the Printer Status Monitor or Printer Administration Utility, see the Help files for each.

1 Insert the PRINTER UTILITIES CD-ROM into your CD-ROM drive.

If the "Readme First" window appears, go directly to Step 4.

2 Click the **Start** button and then click **Run**.

3 Type `Q:\Setup.exe` (substitute the letter of your CD-ROM drive for "Q") and then click the **OK** button.

4 The "Readme First" window will appear. Read the text and then click **Next**.

5 To install the Printer Status Monitor, select **User Tools**. To install the Printer Administration Utility, select **Administrator Tools**. When finished, click **Next**.

6 Select **Printer Status Monitor** or **Printer Administration Utility** as appropriate and click **Next**.

7 The name of the component to be installed from the CD-ROM will appear. Click **Start**.

8 Follow the instructions on your screen to complete the installation.

Printing a Test Page from Your Computer

You can print a test page to make sure that the printer and your computer are communicating correctly.

1 From the Windows desktop, click on the **Start** button.

2 Point to **Settings** and then click on **Printers**.

3 Right click on the Sharp printer icon and then click on **Properties**.

4 Click on **Print Test Page**.

5 Follow the instructions on the screen to print the test page.

Setting Up Status and Alert Messages

You can set up the machine to automatically send status and alert messages by e-mail to specified recipients.

- Status messages are sent on a regular basis (you can select the schedule), and let you know the number of pages that have been printed for copying and for network printing (the print count includes received faxes and lists printed from the operation panel of the machine).
- Alert messages alert you to problems in the machine that affect printing, such as paper jams, out of paper, and out of toner. You can select the conditions that cause an alert message to be sent.

Accessing the Web page in the machine

To set up status and alert messaging, access the machine's Web page from a computer that is connected to the same network as the machine. The Web page can be displayed with your Web browser (Internet Explorer 4.0 or later, or Netscape Navigator 4.0 or later).

To access the Web page in the machine, type in the IP address of the machine in your browser in the format **http://XXX.XXX.X.X**, where the X's are the IP address (the number of digits between periods will vary depending on the address). If you need to check the IP address of the machine, print out the network settings as explained on page 102.

Mail server and DNS server

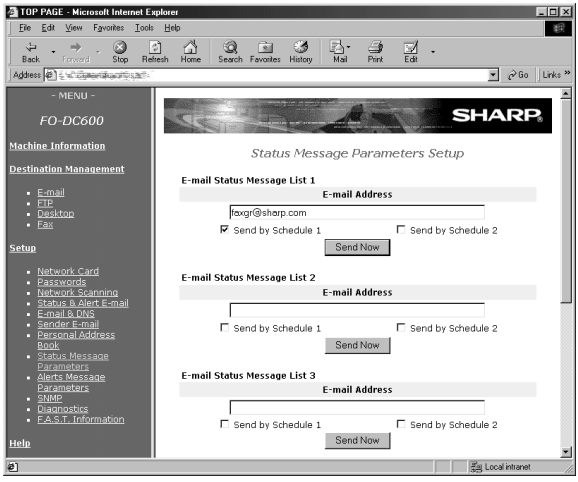
To have the status and alert messages sent by e-mail, your mail server and DNS server settings must be configured. Click **E-mail & DNS Setup** in the menu at the left of the Web page and enter the information in the appropriate boxes.

Note that your DNS server must be entered if you enter a host name instead of an IP address in **E-mail Server** under E-mail Setup.

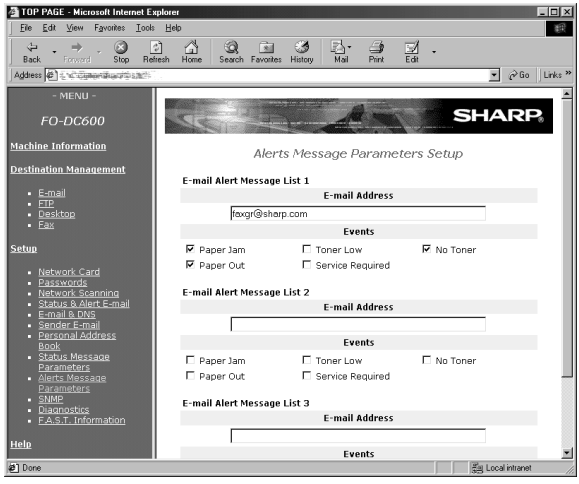
Setting up status and alert messaging

To set up status and alert messaging, first click **Status & Alert E-mail** in the menu at the left of the Web page. Enter a name for the machine, and a machine code (if desired) and location. For more information on the settings, click **Help** at the bottom of the Web page menu.

Next, click **Status Message Parameters** in the Web page menu. Enter the e-mail addresses to which status messages are to be sent, and select the schedule (1 or 2) for sending status messages. Schedules 1 and 2 can be set up at the bottom of the page.



To set up alert messaging, click **Alert Message Parameters** in the Web menu. Enter the e-mail addresses to which alert messages are to be sent, and select the conditions that will cause an alert message to be sent.



Setting Passwords

Passwords can be set to restrict Web page access and protect settings. For more information, see page 78.

Printing from a Computer

Before printing, make sure that the ON LINE indicator on the machine is lit. If the ON LINE indicator is not lit, press ON LINE to switch the machine to the on-line state.

1 When you are ready to print a document from an application on your computer, select **Print** from the File menu. The Print dialog box appears.

2 If you need to adjust any of the print settings, select **Properties**, **Setup**, or **Printer** from the Print dialog box (the name of the button varies depending on the application).

3 The Properties appear. Adjust the settings as desired, and then click **OK**. (The settings are explained in the following pages and in on-screen Help.)

4 Select the print range and adjust any other settings as desired in the Print dialog box.

5 When you are ready to begin printing, click **Print** or **OK** in the Print dialog box.

Note: When you adjust the print settings as explained above in Step 2, your changes will only remain in effect while you are using the application. If you wish to make permanent changes, open the Printers folder in Windows, right-click on the Sharp printer icon, and select **Properties** (Windows NT: **Document Defaults**, Windows 2000/XP: **Printing Preferences**) from the sidebar menu.

Canceling a print job

Follow the steps below to cancel a print job.

- If there is a problem with a print job that is sent to the machine (for example, the machine does not have the paper size specified for the job) the **ALARM** light on the machine will come on. When this happens, you can either cancel the job, or continue the job in spite of the problem.

Canceling a print job

1 **Press JOB STATUS twice to display the NETWORK PRINT STATUS screen.**

2 **Press ON LINE once to switch the machine off-line.**

3 **Press STOP.**

4 **Press 1 to select YES.**

Continuing a print job when the ALARM light is on

Note: If the **ALARM** light has come on because the machine does not have the size of paper specified for the job and you continue the job anyway, the job will be printed on a different size of paper.

1 **Press JOB STATUS twice to display the NETWORK PRINT STATUS screen.**

2 **Press START/ENTER.**

3 **Press 1 to select YES.**

Opening the Printer Driver

Opening the printer driver from an application

When you adjust the printer driver settings from an application, your changes will only remain in effect while you are using the application.

1. Within the application, select **Print** from the **File** menu.
2. Click the **Properties**, **Setup**, or **Printer** button in the Print dialog box (the name of the button varies depending on the application).
3. The properties of the SHARP FO-DC Series printer driver will appear.
4. Select the desired settings on each tab.
5. Click the **OK** button to store the settings and close the properties.

Opening the printer driver from the Start menu

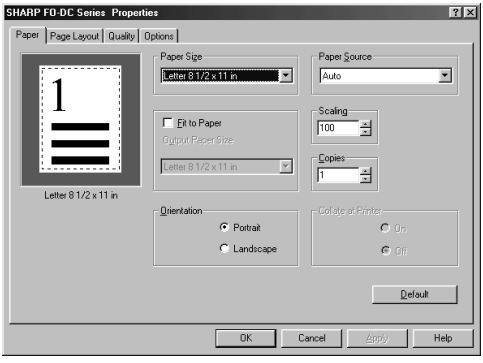
When you adjust the printer driver settings from the Start menu, your changes will remain in effect for all subsequent jobs.

1. Open the Printers folder (click the **Start** button, point to **Settings**, and select **Printers**; the exact steps may vary depending on your operating system).
2. Right-click the Sharp printer driver icon and select **Properties** (Windows NT: **Document Defaults**, Windows 2000/XP: **Printing Preferences**) from the sidebar menu.
3. The properties of the SHARP FO-DC Series printer driver will appear.
4. Select the desired settings on each tab.
5. Click the **OK** button to store the settings and close the properties.

Printer Driver Settings

The print settings that can be selected in the Paper, Page Layout, Quality, and Options tabs of the printer driver are described below.

Paper tab



Paper Size

Select the paper size to be used for printing.

If the paper size set in the application is different from this setting, the paper size in the application normally takes precedence.

Fit to Paper

Check **Fit to Paper** to adjust the size of the image sent from the application to the paper size specified in **Output Paper Size**.

Limitations:
When one of following is selected, the "Fit to Paper" function can not be selected.

Scaling:	Any setting except 100%
N-Up:	Any setting except Off
All Raster:	On

Note: When **Fit to Paper** is selected, the paper size specified in the application is not used (the size specified in the **Fit to Paper** setting is used instead).

Orientation

Select **Portrait** or **Landscape** for the orientation.

Paper Source

Select the paper source to be used. When **Auto Select** is selected, the source which contains the same size of paper as the paper size setting is automatically selected. If a specific source is selected, paper is drawn from that source regardless of the paper size setting.

Limitation:
The Paper Source selections that appear are determined by the **Input Option** setting in the Options tab. When the Input Option setting is **Tray only**, **Cassette 1** and **Cassette 2** are not available. When the **Input Option** setting is **Tray + Cassette**, **Cassette 2** is not available.

Scaling

Scaling allows you resize an image on the paper.

Limitation:
When one of following is selected, **Scaling** can not be selected.

N-Up:	Any setting except Off
Fit to Paper:	On
All Raster:	On

Copies

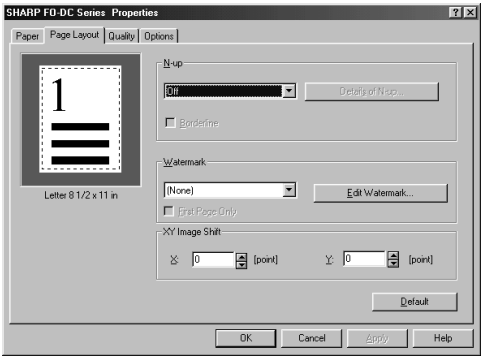
Use this box to specify the number of copies (from 1 to 99).

Collate at Printer

Select **On** if you want copies of each page to be printed in collated sets (1,2,3, · 1,2,3, · 1,2,3, · ...).
Select **Off** if you want copies of each page to be printed together (1,1,1, · 2,2,2, · 3,3,3, · ...).

Note: **On** can only be selected when a number greater than “1” is selected for the **Copies** setting.

Page Layout tab



N-up

N-up allows multiple document pages (where **N** is the number of pages) to be printed on a single sheet of paper by reducing each page. Selections are **Off**, **2-up**, **4-up**, **9-up** and **16-up**.

Limitation:
When any of the following settings are selected, the N-up function cannot be used.

Fit to Paper:	On
Scaling:	Any setting except 100%
All Raster:	On

Borderline

When the borderline feature is selected with **N-up**, borderlines are printed around each document page on the sheet of N-up output.

Limitation:
The borderline feature cannot be selected when **N-up** is set to **Off**.

Details of N-up

Click the **Details of N-up** button to open the “Details of N-up” window. This allows you to select the layout order for N-up printing.

Limitation:
Details of N-up cannot be selected when **N-up** is set to **Off**.

Watermark

To have a watermark printed on each page of your output, select the desired watermark from the list (“CONFIDENTIAL”, “DRAFT”, “DO NOT COPY” or “COPY”). When **None** is selected, the Watermark is not printed. You can also add a new Watermark to the list.

First Page Only

Select this checkbox to print the Watermark on the first page only.

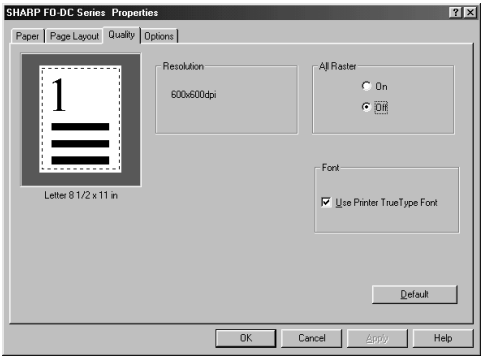
Edit Watermark

Click the **Edit Watermark** button to open the “Edit Watermark” window. This window lets you modify, add, or delete a Watermark.

XY Image Shift

This setting lets you shift the position of the image on the paper. Use the up and down arrows to select amount of the shift in the X and Y directions (from -10 to 10).

Quality tab



Resolution

The resolution is fixed at 600 dpi.

All Raster

Select **On** to print images using Raster Graphics (the image will consist of a group of dots similar to bitmap data or an image captured with a scanner) .

Limitation:
When any of the following settings are selected, the All Raster function cannot be selected.

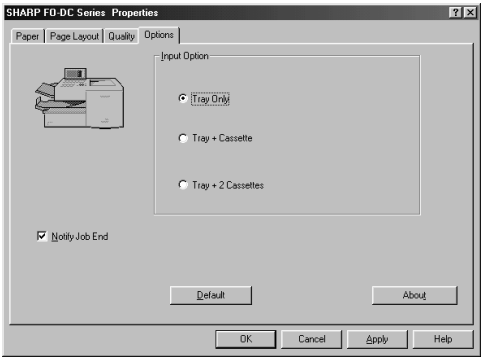
Scaling:	Any setting except 100%
Fit to Paper:	On
N-up:	Any setting except Off

Use Printer True Type Font

Set this checkbox to use the True Type fonts that are resident in the printer. When this checkbox is not selected, printing will take place using fonts downloaded from the computer.

Limitation:
When the **All Raster** setting is selected, this function cannot be used.

Options tab



Input Option

Use this setting to specify the paper sources that are installed in the machine. The sources that you specify here will be available for selection in the Paper Source setting in the Paper tab. For example, if **Tray + Cassette** is selected, the selections in the Paper Source list will be **Tray**, **Cassette 1**, and **Auto**.

Notify Job End

Select this checkbox if you wish to be notified through the Printer Status Monitor when your print jobs are completed.

Limitations:
Notify Job End only functions when the Printer Status Monitor is open.

About

Click this button to check the version of the printer driver and copyright information.

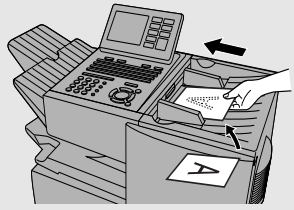
5. Making Copies

Your machine can also be used to make copies. Single and multiple copies (up to 99 per original) can be made, enabling the machine to double as an office copier.

- You can perform all steps of a copy job even when the machine is busy printing other copy jobs, or when it is printing a received fax after the line has been disconnected. Your copy job will be automatically stored in memory and then printed when all previous printing jobs are completed.
- The default resolution for copying is FINE. If desired, you can change the default resolution to SUPER FINE or ULTRA FINE by changing Option Setting 30 (see page 186).

1 **Load the document.**

- SEND READY will appear in the display.
- Press RESOLUTION and/or CONTRAST to set the resolution and contrast if needed.



2 **Press** COPY/HELP .

- If you are only making a single copy of the original (or of each original), press START/ENTER. Copying will begin.

Display:

```
COPY MODE

ENTER #(01-99)          01
```

3 **Enter the desired number of copies per original with the numeric keys.**

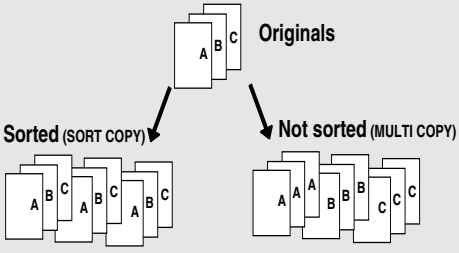
- If the desired number of copies is from 1 to 9, enter "0" first.

```
MULTI/SORT COPY MODE

▶ 1 = MULTI
  2 = SORT
```

4 **Select MULTI if you do not want the copies sorted, or SORT if you want the copies sorted (press ▲ or ▼).**

Example of three copies each of three originals



5 **Press START/ENTER to begin copying.**

Checking and canceling copy jobs in memory

You can display the status of copy jobs in memory by following the steps below. You can also cancel a copy job with this procedure.

1 **Press MEM.STATUS B (flip up the Rapid Key overlay). Make sure that COPY STATUS is selected in the display.**

Display:

```
MEMORY STATUS REPORT
▶ 1:COPY STATUS
  2:MEMORY TX STATUS
  3:MEMORY RX STATUS
  4:MESSAGE CLEAR
```

2 **Press START/ENTER.**

- The copy jobs appear.
- To print out the list of jobs, press REPORT N/* .

Number of stored copy jobs

```
COPY STATUS (004)
▶ 001:M#133      10:36 AM
    COPY         : COPYING
  002:M#136      10:39 AM
    SORT COPY: COPYING
```

3-digit memory number assigned to job

Type of job (sort or not)

3 **Press ▲ or ▼ to scroll through the list of jobs.**

To cancel a job, press ▲ or ▼ to select the job, press DEL, and then press START/ENTER.

4 **When you have finished checking the list, press STOP twice to return to the date and time display.**

6. Special Functions

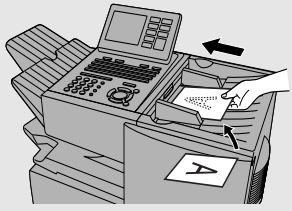
Broadcasting

The Broadcasting function allows you to send the same fax to as many as 179 destinations on the FO-DC500, or 279 destinations on the FO-DC600, in a single operation. First load the document, then enter the numbers of the receiving machines. The document will be automatically transmitted to each destination.

- If the network scanner option is installed, you can send a document to mulitple e-mail recipients. Note that fax destinations and e-mail destinations cannot be mixed together in a Broadcast operation. If you wish to send a document to both fax and e-mail destinations, perform one Broadcast operation for fax and one Broadcast operation for e-mail.

1 **Load the document (s).**

- SEND READY will appear in the display.



2 **Press** BROADCAST.

3 **If the network scanner option is installed, the display at right will appear. Press ▲ or ▼ to select FAX or E-MAIL and then press START/ENTER.**

(If the network scanner option is not installed, go directly to Step 4.)

Display when network scanner option is installed:

```
BROADCAST MODE
SELECT DESTINATION TYPE
▶ 1=FAX
  2=E-MAIL
```

4 **Select the destinations using any of the following methods. (Note for network scanner option: Fax destinations and e-mail destinations cannot be mixed together.)**

- Press a Rapid Key.
- Press SPEED DIAL and enter a Speed Dial number. (If you enter less than 3 digits for the number, press START/ENTER to complete the entry.)
- Press a Group Key. (See *Storing numbers in Group Keys* on page 134.)
- Enter a full fax number with the numeric keys (max. 60 digits) and then press START/ENTER. (Note: A maximum of 20 full fax numbers can be entered. Less can be entered if a large number of programs, timer operations, and/or group keys have been stored.)
- Press e-mail, enter an e-mail address, and then press START/ENTER. (Only if the network scanner option is installed; maximum of 20 full addresses.)

Note: If you need to delete a destination, press ▲ or ▼ to select the destination and then press STOP.

5 **Press START/ENTER.**

6 **If desired, press RESOLUTION and/or CONTRAST to set the resolution and contrast.**

7 **If you are sending the document to fax destinations, press START/ENTER twice. Transmission will begin.**

If you are sending the document to e-mail destinations, press START/ENTER once and go to the following step.

8 **If you are sending the document to e-mail destinations, the display at right will appear to let you adjust the e-mail settings. To adjust a setting, press ▲ or ▼ to select the setting and then press START/ENTER (see Step 6 on page 86 for information on adjusting the settings). Note that if you don't select a file format, the format selected in SCAN TO E-MAIL SETUP (page 82 and following) is used.**
When you are ready to send the document, select "START SCANNING" and press START/ENTER.

Display when network scanner option is installed:

```
▶ 1:START SCANNING
  2:FROM
    XXX
  3:FILE FORMAT
    XXX
  4:MESSAGE
    NO  MESSAGE
```

In the case of fax broadcasting, a Transaction Report is automatically printed out after broadcasting is completed. Check the "Note" column of the report to see if any of the locations are marked "Busy" or have a communication error code. If so, send the document to those locations again. (Note that a Transaction Report is not printed out after an e-mail broadcast.)

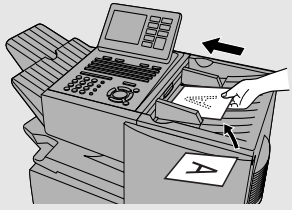
Broadcasting using a Group Key

If the destinations to which you want to broadcast have all been programmed into one Group Key (see *Storing destinations in Group Keys* which follows), you can perform the broadcasting operation using the following simplified procedure.

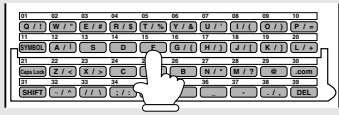
- ♦ When using a Group Key to broadcast to e-mail destinations, the file format selected in SCAN TO E-MAIL SETUP (page 82 and following) is used.

1 **Load the document(s).**

- SEND READY will appear in the display.
- Press RESOLUTION and/or CONTRAST to set the resolution and contrast if needed.



2 **Press the appropriate Group Key. If the key contains fax destinations, transmission will begin.**



If the key contains e-mail addresses, you can set e-mail options as explained in Step 8 of the Broadcasting procedure. Press ▼ *WITHIN 5 SECONDS* after pressing the Group Key.

Storing destinations in Group Keys

Group Keys allow you to dial a group of fax numbers by simply pressing the appropriate Group Key once. To store a group of numbers in a Group Key, follow the steps below.

- Any Rapid Key that is not already programmed as a Rapid Key or a Program Key can be used as a Group Key.
- To store a number in a Group Key, the number must already be stored in a Rapid Key or Speed Dial number.
- Up to 158 numbers can be stored in one Group Key on the FO-DC500, or 258 numbers on the FO-DC600.
- If the network scanner option is installed, a group of e-mail addresses (previously programmed in Rapid Keys and/or Speed Dial numbers) can be stored in a Group Key. (Note that e-mail addresses and fax numbers cannot be mixed together in a Group Key.)

1 **Press MENU and then ▲ or ▼ until PROGRAM/GROUP MODE is selected in the display.**

Display:

```
MENU MODE
  2:LISTING MODE
  3:ENTRY MODE
  4:OPTIONAL SETTING
▶ 5:PROGRAM/GROUP MODE
```

2 **Press START/ENTER and then ▲ or ▼ to select GROUP ENTRY MODE.**

```
PROGRAM/GROUP MODE
  01:PROGRAM ENTRY MODE
▶ 02:GROUP ENTRY MODE
```

3 **Press START/ENTER.**

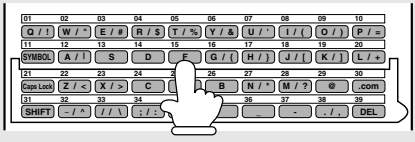
```
GROUP ENTRY MODE
▶ 1=SET
  2=CLEAR
```

4 **Make sure that "SET" is selected and then press START/ENTER.**
(To clear a Group Key, select CLEAR and then press START/ENTER.)

```
GROUP SET
  PRESS GROUP KEY
```

5 **Press any Rapid Key not already programmed to select it as a Group Key.**

(If you are clearing a Group Key, press it and go to Step 10.)



```
ENTER NAME
USING KEYBOARD
```

6 **Enter a name for the Group Key by pressing the letter entry keys (see Step 6 on page 26). (Maximum of 20 characters.)**
If you don't want to enter a name, go directly to Step 7.

7 **Press START/ENTER.**

8 **If the network scanner option is installed, the display at right will appear. Press ▲ or ▼ to select FAX or E-MAIL, and then press START/ENTER.**

(If the network scanner option is not installed, go directly to Step 9.)

Display when network scanner option is installed:

```
GROUP SET
SELECT DESTINATION TYPE
▶ 1=FAX
  2=E-MAIL
```

9 **Enter the destinations using any of the following methods. (Note for network scanner option: Fax destinations and e-mail destinations cannot be stored together in the same Group Key.)**

- Press a Rapid Key.
- Press SPEED DIAL and enter a Speed Dial number. (If you enter less than 3 digits for the number, press START/ENTER to complete the entry.)

Note: If you need to delete a destination, press ▲ or ▼ to select the destination and then press STOP.

10 **Press START/ENTER.**

11 **Return to Step 5 to program another Group Key, or press STOP repeatedly until you return to the date and time display.**

Editing a group

If necessary, you can add numbers to or delete numbers from a group by repeating the programming procedure for the Group Key. Select SET in Step 3 and select the Group Key in Step 5. Add or delete numbers as explained in Step 9.

Confidential Operations

The Confidential function can be used to transmit and receive confidential documents.

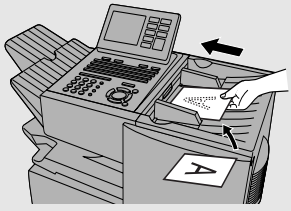
Confidential transmission

When you send a document using the Confidential function, the receiving machine holds it in memory instead of immediately printing it out. When the receiving party enters the correct passcode, the document is printed out.

- Confidential transmission is only possible when the receiving machine is a Sharp model with confidential reception capability.
- To use this function, your name and fax number (OWN PASSCODE) must be entered in your machine as explained on page 25.
- Some machines have multiple mailboxes for receiving confidential faxes. If you are sending to a machine with multiple confidential mailboxes, contact the receiving party in advance for the appropriate mailbox number.

1 Load the document (s).

- SEND READY will appear in the display.
- Press RESOLUTION and/or CONTRAST to set the resolution and contrast if needed.



2 Press CONFIDENTIAL (Z/<) (flip up the Rapid Key overlay if it is down).

Display:

```
CONFIDENTIAL FUNCTION
▶ 1:CONFIDENTIAL TX
  2:CONFIDENTIAL DATA PRINT
  3:CONFIDENTIAL CODE SET
  4:CONFIDENTIAL CODE  CLEAR
```

3 Make sure that CONFIDENTIAL TX is selected and then press START/ENTER.

4 **If the receiving machine has multiple confidential mailboxes, enter the appropriate mailbox number with the numeric keys (this step is required for machines with multiple mailboxes).**

If the receiving machine doesn't have multiple mailboxes, go directly to Step 5.

5 **Press** START/ENTER **.**

6 **Dial the receiving machine using one of the following methods:**

- Press a Rapid Key.
- Press SPEED DIAL and enter a Speed Dial number (if you enter less than 3 digits, press START/ENTER to complete the entry). Check the name that appears, and then press START/ENTER.
- Enter a full fax number with the numeric keys, and press START/ENTER.

Transmission will take place when the connection is established.

Confidential reception

When another machine sends you a document by confidential transmission, your machine holds it in memory instead of immediately printing it out. The document cannot be printed out until you enter the correct passcode.

Your fax has 10 "mailboxes" in which confidential documents can be received. Each mailbox has its own passcode, allowing up to 10 different people or groups to each receive their own confidential documents. The mailboxes are identified by 2-digit numbers.

Programming the confidential passcode

To receive a confidential document, you must first program a 2-digit mailbox number and a 4-digit passcode.

Note: Be sure to inform the transmitting party of your 2-digit mailbox number in advance. The transmitting party will need this number to send you confidential faxes.

1 **Press CONFIDENTIAL Z/< (flip up the Rapid Key overlay if it is down) and then ▲ or ▼ until CONFIDENTIAL CODE SET is selected in the display.**

Display:

```
CONFIDENTIAL FUNCTION
  1:CONFIDENTIAL TX
  2:CONFIDENTIAL DATA PRINT
▶ 3:CONFIDENTIAL CODE SET
  4:CONFIDENTIAL CODE  CLEAR
```

2 **Press START/ENTER.**

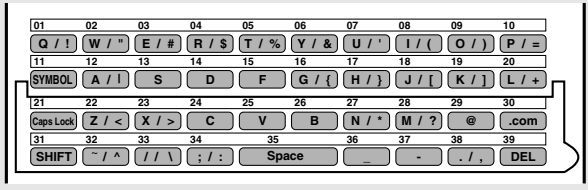
3 **Enter a 2-digit number (from "00" to "99") by pressing the numeric keys. This number identifies the mailbox.**

4 **Enter a 4-digit passcode for the mailbox with the numeric keys.**

5 **Press START/ENTER.**

6 **Enter a name for the mailbox (max. of 20 characters) by pressing the letter entry keys (make sure the Rapid Key overlay is down).**
Example: SHARP = Caps Lock S H / } A / | R / $ P / =

- For more information on entering letters, see Step 6 on page 26.



7 **Press START/ENTER.**

Note: After entering the passcode, the machine will print it out for your records. If you forget the passcode and have kept no record, contact your Sharp dealer.

Clearing a passcode

1 **Press CONFIDENTIAL Z/< (flip up the Rapid Key overlay if it is down) and then ▲ or ▼ until CONFIDENTIAL CODE CLEAR is selected in the display.**

Display:

```
CONFIDENTIAL FUNCTION
  1:CONFIDENTIAL TX
  2:CONFIDENTIAL DATA PRINT
  3:CONFIDENTIAL CODE SET
▶ 4:CONFIDENTIAL CODE  CLEAR
```

2 **Press START/ENTER.**

3 **Enter the 2-digit number that identifies the mailbox you want to clear.**

4 **Enter the 4-digit passcode of the mailbox with the numeric keys.**

5 **Press START/ENTER.**

Printing out received documents

When you have received a confidential document, RCVD CONF. FAX will appear in the display. Print out the Confidential Reception List as explained on page 188 to see which mailbox has received the document, and then follow the steps below to print out the document.

1 **Press CONFIDENTIAL (Z/<) (flip up the Rapid Key overlay if it is down) and then ▲ or ▼ until CONFIDENTIAL DATA PRINT is selected in the display.**

Display:

```
CONFIDENTIAL FUNCTION
  1:CONFIDENTIAL TX
▶ 2:CONFIDENTIAL DATA PRINT
  3:CONFIDENTIAL CODE SET
  4:CONFIDENTIAL CODE  CLEAR
```

2 **Press START/ENTER.**

3 **Enter your mailbox number.**

4 **Enter your confidential passcode.**

5 **Press START/ENTER.**

- Printing will begin. After printing, the document will be erased from memory.

Polling

Polling allows you to call another fax machine and have it send a document to your machine without operator assistance. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission. You can use your machine to both poll and be polled by others.

Polling others

To poll another fax machine, follow the steps below.

- If desired, you can dial more than one fax number to receive documents consecutively from a group of fax machines (this is called "Serial Polling"; a maximum of 179 fax machines can be polled in one operation on the FO-DC500, or 279 fax machines on the FO-DC600).

1 **Press MENU and then ▲ or ▼ until SERIAL POLLING MODE is selected in the display.**

Display:

```
MENU MODE
  3:ENTRY MODE
  4:OPTIONAL SETTING
  5:PROGRAM/GROUP MODE
▶ 6:SERIAL POLLING MODE
```

2 **Press START/ENTER.**

3 **Dial the number(s) of the fax machine(s) you want to poll using any of the following methods:**

- Press a Rapid Key.
- Press SPEED DIAL and enter a Speed Dial number. (If you enter less than 3 digits for the number, press START/ENTER to complete the entry.)
- Press a Group Key. (See *Storing destinations in Group Keys* on page 134.)

- Enter a full fax number with the numeric keys (max. 60 digits) and then press START/ENTER. (Note: A maximum of 20 full fax numbers can be entered. Less can be entered if a large number of programs, timer operations, and/or group keys have been stored.)

Note: If you need to delete a destination, press ▲ or ▼ to select the destination and then press STOP.

4 Press START/ENTER. Reception will begin.

Serial Polling using a Group Key

If the fax machines you want to poll have all been programmed into one Group Key, you can poll them by simply pressing that Group Key. (The procedure for programming Group Keys is explained on page 134.)

♦ Make sure no documents are in the feeder before you press the Group Key.

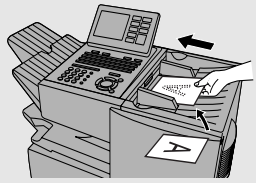
Being polled (Memory polling)

To let another fax machine poll your machine, you must first store the document(s) in memory using the following procedure. Transmission will take place when the other fax machine calls your machine and activates polling. You can choose whether to allow polling only once, or an unlimited number of times. In the latter case, your machine can be used as an electronic "bulletin board".

♦ Multiple documents can be stored for memory polling. To add a document to others already stored, simply repeating the storing procedure (note that if Department Control is activated, documents cannot be added by a department other than that which stored the first document). When polling is initiated, the polling machine will receive all documents stored.

♦ If you allow polling only once, the document(s) will be automatically cleared from memory after polling. If you allow polling an unlimited number of times, the document will remain in memory until you clear it as explained in the following section, *Clearing a document*.

1 **Load the document.**



2 **Make sure the reception mode is set to AUTO (see page 63).**

3 **Press MENU and then ▲ or ▼ until MEMORY POLL MODE is selected in the display.**

Display:

```
MENU MODE
  4:OPTIONAL SETTING
  5:PROGRAM/GROUP MODE
  6:SERIAL POLLING MODE
▶ 7:MEMORY POLL MODE
```

4 **Press START/ENTER.**

```
MEMORY POLLED MODE
▶ 1=SET
  2=CLEAR
```

5 **Make sure that "SET" is selected in the display and then press START/ENTER.**

Display when no other memory polling documents are stored:

```
MEMORY POLLED SET
▶ 1=1 TIME
  2=REPEAT
```

Display when another document is already stored:

```
MEMORY POLLED SET
▶ 1=APPEND
  2=CANCEL
```

6 **If no other memory polling documents have been stored, select "1 TIME" to allow polling only once, or "REPEAT" to allow polling an**

unlimited number of times, and then press START/ENTER.

If another document has already been stored, make sure that APPEND is selected and then press START/ENTER.

7 **Press RESOLUTION and/or CONTRAST to adjust the resolution and contrast if desired, and then press START/ENTER.**

8 **Press START/ENTER.**

- The document will be scanned into memory, and your fax will go on polling standby.

Clearing a document

To clear a memory poll document (or documents) from memory, follow the steps below:

1 **Press MENU and then ▲ or ▼ until MEMORY POLL MODE is selected in the display.**

Display:

```
MENU MODE
   4:OPTIONAL SETTING
   5:PROGRAM/GROUP MODE
   6:SERIAL POLLING MODE
▶ 7:MEMORY POLL MODE
```

2 **Press START/ENTER and then ▲ or ▼ to select "CLEAR".**

```
MEMORY POLLED MODE
   1=SET
▶ 2=CLEAR
```

3 **Press START/ENTER twice to clear the documents.**

Polling Security

Polling Security allows you to prevent unauthorized polling of your machine. When this function is activated, polling will only take place when one of the following conditions is met:

- The fax number of the polling fax machine has been stored in your machine's list of permitted fax numbers (called "passcode numbers"). The polling fax machine must also have its fax number programmed in itself, as explained in *Entering Your Name and Fax Number* in Chapter 1.
- A System number has been programmed in the polling fax machine which matches your machine's System number or one of your machine's ID numbers.
- An ID number has been programmed in the polling fax machine which matches your machine's System number.

System and ID numbers are 4-digit numbers which provide you with an alternate means of giving and receiving polling permission when you don't want to use fax numbers. The steps for programming these numbers are described in the following pages.

Note: System and ID numbers can only be used if the other fax machine is also a Sharp machine.

Turning Polling Security on and off

Polling Security is turned on or off with Option Setting 8 as explained on page 180.

Storing and clearing fax numbers for polling permission

You can store up to 10 fax numbers in your machine's list of permitted numbers.

1 **Press MENU and then ▲ or ▼ until ENTRY MODE is selected in the display.**

Display:

```
MENU MODE
  1:RECEIVE MODE
  2:LISTING MODE
▶ 3:ENTRY MODE
```

2 **Press START/ENTER and then ▲ or ▼ until PASSCODE SETTING is selected.**

```
ENTRY MODE
  01:DESTINATION SETTING
▶ 02:PASSCODE SETTING
  03:OWN PASSCODE SET
```

3 **Press START/ENTER. Make sure that "SET" is selected.**
(To clear a number, select "CLEAR".)

```
PASSCODE SETTING
▶ 1=SET
  2=CLEAR
```

4 **Press START/ENTER.**

5 **Storing: Enter a 2-digit number (from 01 to 10).This number identifies the fax number you will enter in the next step.**

Clearing: Enter the 2-digit number which identifies the fax number you want to clear, and go to Step 7.

6 **Enter the fax number (max. 20 digits) by pressing the numeric keys.**

7 **Press START/ENTER.**

8 **Return to Step 3 to enter (or clear) another number, or press STOP repeatedly to return to the date and time display.**

Programming and clearing a System number

One 4-digit System number can be programmed in your machine for giving and receiving polling permission. Polling will take place if your System number matches the other fax machine's System number or one of its ID numbers.

1 **Press MENU and then ▲ or ▼ until ENTRY MODE is selected in the display.**

Display:

```
MENU MODE
  1:RECEIVE MODE
  2:LISTING MODE
▶ 3:ENTRY MODE
```

2 **Press START/ENTER and then ▲ or ▼ until SYSTEM # MODE is selected.**

```
  05:DAY LIGHT SAVING
  06:ID # MODE
▶ 07:SYSTEM # MODE
```

3 **Press START/ENTER. Make sure that "SET" is selected.**
(To clear the number, select "CLEAR", press START/ENTER, and go to Step 6.)

```
SYSTEM # MODE
▶ 1=SET
  2=CLEAR
```

4 **Press START/ENTER.**

5 **Enter the number (4 digits) with the numeric keys.**

6 **Press START/ENTER.**

7 **Press STOP repeatedly to return to the date and time display.**

Storing and clearing ID numbers for polling permission

Up to five 4-digit ID numbers can be programmed in your machine for giving and receiving polling permission. Polling will take place if one of your ID numbers matches the other fax machine's System number.

1 **Press MENU and then ▲ or ▼ until ENTRY MODE is selected in the display.**

Display:

```
MENU MODE
  1:RECEIVE MODE
  2:LISTING MODE
▶ 3:ENTRY MODE
```

2 **Press START/ENTER and then ▲ or ▼ until ID # MODE is selected.**

```
  04:DATE&TIME SET
  05:DAY LIGHT SAVING
▶ 06:ID # MODE
```

3 **Press START/ENTER. Make sure that "SET" is selected.**
(To clear a number, select "CLEAR".)

```
ID # MODE
▶ 1=SET
  2=CLEAR
```

4 **Press START/ENTER.**

5 **Storing: Enter a number from 1 to 5. This number identifies the ID number you will enter in the next step.**

Clearing: Enter the number which identifies the ID number you want to clear, and go to Step 7.

6 **Enter the ID number (4 digits) by pressing the numeric keys.**

7 **Press START/ENTER.**

8 **Return to Step 3 to enter (or clear) another number, or press STOP repeatedly to return to the date and time display.**

Timer Operations

The Timer function allows you to store a fax job to be performed automatically at a specified time. Up to 59 timer jobs can be stored at any one time, and the time of each can be specified up to a week in advance.

You can use this function to take advantage of lower off-peak rates without having to be there when the operation is performed.

- The timer function cannot be used for e-mail transmissions.
- The **DOCUMENT** key cannot be used for a timer transmission.

Initial procedure

To store a timer job, first perform the following procedure. After you have completed this procedure, go to the procedure for the specific job you want to store (see the following pages).

1 **Press TIMER X/> . (Flip up the Rapid Key overlay if it is down.)**

Display:

```
TIMER MODE
▶ 1=SET
  2=CLEAR
```

2 **Make sure that "SET" is selected and then press START/ENTER.**

```
TIMER SET
▶ 1:SEND MODE
  2:BROADCAST MODE
  3:CONFIDENTIAL TX MODE
  4:POLLING MODE
  5:SERIAL POLLING MODE
```

3 **Press ▲ or ▼ to select the desired operation and then press START/ENTER).**
(Note: "CONFIDENTIAL TX MODE" stands for "confidential transmission mode".)

4 **Enter a two-digit number for the hour ("01" to "12") and a two-digit number for the minute ("00" to "59").**

5 **Press (*) to select A.M. or (#) to select P.M.**

6 **Press ▲ or ▼ to select the day on which you want the operation to take place (if you want the operation to take place within the next 24 hours, select "WITHIN A DAY".)**

7 **Press START/ENTER and go to the specific procedure for your operation (see the following pages).**

Transmission (SEND MODE)

(Continued from *Initial procedure*.)

8 **Dial the receiving machine using one of the following methods:**

- Press a Rapid Key.
- Press SPEED DIAL and enter a Speed Dial number (if you enter less than 3 digits, press START/ENTER to complete the entry).
- Enter a full fax number with the numeric keys.

9 **Press START/ENTER .**

10 **Press RESOLUTION and/or CONTRAST to adjust the resolution and contrast if desired, and then press START/ENTER.**

11 **Load the document and then press START/ENTER.**

- The document will be scanned into memory.

Broadcasting

(Continued from *Initial procedure*.)

8 **Dial the receiving machines using one or more of the following methods:**

- Press one or more Rapid Keys.
- Enter one or more Speed Dial numbers, pressing SPEED DIAL before each number. (If you enter less than 3 digits for a Speed Dial number, press START/ENTER to complete the entry.)
- Enter one or more full fax numbers with the numeric keys, pressing START/ENTER after each full number.
- Press one or more Group Keys.

Note: If you need to delete a destination, press ▲ or ▼ to select the destination and then press STOP.

9 **Press START/ENTER.**

10 **Press RESOLUTION and/or CONTRAST to adjust the resolution and contrast if desired, and then press START/ENTER.**

11 **Load the document and then press START/ENTER.**

- The document will be scanned into memory.

Confidential transmission

(Continued from *Initial procedure*.)

8 **Enter the mailbox number (2 digits). (Go directly to Step 9 if the receiving machine does not have mailboxes.)**

9 **Press** START/ENTER **.**

10 **Dial the receiving machine using one of the following methods:**

- Press a Rapid Key.
- Press SPEED DIAL and enter a Speed Dial number (if you enter less than 3 digits, press START/ENTER to complete the entry).
- Enter a full fax number with the numeric keys.

11 **Press** START/ENTER **.**

12 **Press** RESOLUTION **and/or** CONTRAST **to adjust the resolution and contrast if desired, and then press** START/ENTER **.**

13 **Load the document and then press** START/ENTER **.**

- The document will be scanned into memory.

Polling

(Continued from *Initial procedure*.)

8 **Dial the machine to be polled using one of the following methods:**

- Press a Rapid Key.
- Press SPEED DIAL and enter a Speed Dial number (if you enter less than 3 digits, press START/ENTER to complete the entry).
- Enter a full fax number with the numeric keys.

9 **Press START/ENTER .**

Serial Polling

(Continued from *Initial procedure*.)

8 **Dial the machines to be polled using one or more of the following methods:**

- Press one or more Rapid Keys.
- Enter one or more Speed Dial numbers, pressing SPEED DIAL before each number. (If you enter less than 3 digits for a Speed Dial number, press START/ENTER to complete the entry.)
- Enter one or more full fax numbers with the numeric keys, pressing START/ENTER after each full number.
- Press one or more Group Keys.

Note: If you need to delete a destination, press ▲ or ▼ to select the destination and then press STOP .

9 **Press** START/ENTER **.**

Canceling a timer operation

If you need to cancel a timer operation before it is performed, follow the steps below.

- You will need to know the number assigned to the operation in order to cancel it. If you don't remember the number (it appears in the display when you set the operation), print out the Timer List. (See page 188.)

1 **Press** TIMER X/> **(flip up the Rapid Key overlay if it is down) and then** ▲ **or** ▼ **to select "CLEAR".**

Display:

```
TIMER MODE
   1=SET
▶ 2=CLEAR
```

2 **Press** START/ENTER **.**

3 **Enter the 2-digit number assigned to the operation.**

4 **Press** START/ENTER **.**

5 **Press** STOP **repeatedly until you return to the date and time display.**

Batch Transmission

Batch transmission allows you to store multiple fax jobs in memory for automatic transmission to one destination at a set time. If you often send faxes to a particular destination, this function helps reduce telephone costs by allowing you to conveniently send multiple faxes on one connection.

Note: If the telephone billing function is turned on, the batch transmission function cannot be used.

Programming a Batch Key

To perform a batch transmission, you must first program the number of the receiving machine and the time of transmission into a Batch Key. Any Rapid Key which has not already been programmed can be used as a Batch Key.

If you specify a day-of-the-week in your program, the transmission will be performed every week on that day. If you do not specify a day-of-the-week, the transmission will be performed every day.

To program a Batch Key, follow the procedure for entering programs explained in *Entering and Using Programs* on page 158. In Step 10 of the initial procedure, select “Batch transmission”.

Clearing a Batch Key

To clear a Batch Key, follow the procedure on page 165.

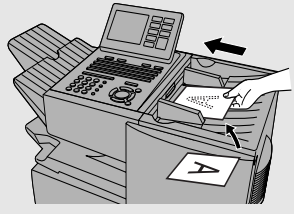
Storing documents for transmission

Follow the steps below to store a document under a Batch Key for transmission. When you store the document, it is given a message number to distinguish it from other jobs stored in the same batch.

- If no jobs have been stored under a Batch Key when the time for transmission arrives, transmission will not take place.

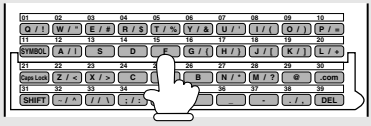
1 **Load the document (s).**

- SEND READY will appear in the display.



2 **Press the appropriate Batch Key.**

- After scanning, the message number assigned to your document will appear in the display.



3 **Press** STOP **.**

- The document will be transmitted at the designated time along with any other jobs stored under the same key. After transmission, all jobs in the batch will be cleared from memory.

Canceling a document stored for batch transmission

If necessary, you can cancel a document stored for a batch transmission before transmission takes place. To do so, you will need to know the message number assigned to the document.

♦ If you don't remember the message number, print out the Batch Transmission List (see page 188).

1 **Press the Batch Key in which the document you want to clear has been stored.**

- Make sure no documents are in the feeder.

2 **Enter the 3-digit message number assigned to the document.**

3 **Press** START/ENTER **.**

Entering and Using Programs

If you frequently perform the same operation involving the same party, you can program all the steps of the operation into one Program Key. This allows you to perform the operation by simply pressing that key.

- Any Rapid Key which is not already programmed as a Rapid Key or a Group Key can be used as a Program Key.
- You can include a timer setting in the program to have the operation performed automatically at a selected time.
- To clear a mistake in the procedures that follow, press STOP.

Initial procedure

To program a Program Key, first perform the following procedure. After you have completed this procedure, go to the procedure for the specific operation you want to program (see the following pages).

1 **Press MENU and then ▲ or ▼ until PROGRAM/GROUP MODE is selected in the display.**

Display:

```
MENU MODE
  2:LISTING MODE
  3:ENTRY MODE
  4:OPTIONAL SETTING
▶ 5:PROGRAM/GROUP MODE
```

2 **Press START/ENTER.**

```
PROGRAM/GROUP  MODE
▶ 1:PROGRAM ENTRY MODE
  2:GROUP ENTRY MODE
```

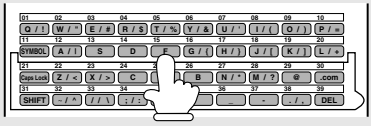
3 **Make sure that PROGRAM ENTRY MODE is selected and then press START/ENTER.**

```
PROGRAM ENTRY MODE
▶ 1=SET
  2=CLEAR
```

4 **Make sure that "SET" is selected and then press START/ENTER.**

```
PROGRAM SET
  PRESS PROGRAM KEY
```

5 **Select a Program Key by pressing any Rapid Key that has not yet been programmed.**



6 **Enter a name for the program by pressing the letter entry keys (see Step 6 on page 26). (Maximum of 20 characters.)**
If you don't want to enter a name, go directly to Step 7.

7 **Press** START/ENTER.

8 **If you want to include a timer setting, enter a two-digit number for the hour ("01" to "12") and a two-digit number for the minute ("00" to "59"). (If not, go directly to Step 11.)**

9 **Press** ✱ **to select A.M. or** # **to select P.M.**

10 **Press** ▲ **or** ▼ **to select the day on which you want the operation to take place (if you want the operation to take place within the next 24 hours, select "WITHIN A DAY".)**

11 **Press** START/ENTER.

12 **Press** ▲ **or** ▼ **to select one of the following operations and then press** START/ENTER.

Transmission (SEND MODE)
Broadcast
Confidential transmission
Polling
Serial Polling
Batch transmission (only possible if a timer setting was made)
Memory Polling (only possible if a timer setting was not made; not possible if the program is within a personal book)

13 **Go to the specific procedure for your operation (see the following pages).**

Transmission (SEND MODE)

(Continued from *Initial procedure*.)

14 **Dial the receiving machine using one of the following methods:**

- Press a Rapid Key.
- Press SPEED DIAL and enter a Speed Dial number (if you enter less than 3 digits, press START/ENTER to complete the entry).
- Enter a full fax number with the numeric keys.

15 **Press START/ENTER.**

16 **Press RESOLUTION and/or CONTRAST to adjust the resolution and contrast if desired, and then press START/ENTER.**

17 **If you want the document to be sent through memory, press START/ENTER.**

If you want the document to be sent directly from the feeder, press DOCUMENT M/?. (This is not possible if you included a timer setting.)

18 **Press STOP repeatedly until you return to the date and time display.**

Confidential transmission

(Continued from *Initial procedure*.)

14 **Enter the mailbox number (2 digits). (Go directly to Step 15 if the receiving machine does not have mailboxes.)**

15 **Press** (START/ENTER) **.**

16 **Dial the receiving machine using one of the following methods:**

- Press a Rapid Key.
- Press (SPEED DIAL) and enter a Speed Dial number (if you enter less than 3 digits, press (START/ENTER) to complete the entry).
- Enter a full fax number with the numeric keys.

17 **Press** (START/ENTER) **.**

18 **Press** (RESOLUTION) **and/or** (CONTRAST) **to adjust the resolution and contrast if desired, and then press** (START/ENTER) **.**

19 **If you want the document to be sent through memory, press** (START/ENTER) **.**

If you want the document to be sent directly from the feeder, press (DOCUMENT M/?) **. (This is not possible if you included a timer setting.)**

20 **Press** (STOP) **repeatedly until you return to the date and time display.**

Polling

(Continued from *Initial procedure*.)

14 **Dial the machine to be polled using one of the following methods:**

- Press a Rapid Key.
- Press SPEED DIAL and enter a Speed Dial number (if you enter less than 3 digits, press START/ENTER to complete the entry).
- Enter a full fax number with the numeric keys.

15 **Press START/ENTER .**

16 **Press STOP repeatedly until you return to the date and time display.**

Serial Polling

(Continued from *Initial procedure*.)

14 **Dial the machines to be polled using one or more of the following methods:**

- Press one or more Rapid Keys.
- Enter one or more Speed Dial numbers, pressing SPEED DIAL before each number. (If you enter less than 3 digits for a Speed Dial number, press START/ENTER to complete the entry.)
- Enter one or more full fax numbers with the numeric keys, pressing START/ENTER after each full number.
- Press one or more Group Keys.

Note: If you need to delete a destination, press ▲ or ▼ to select the destination and then press STOP.

15 **Press START/ENTER.**

16 **Press STOP repeatedly until you return to the date and time display.**

Broadcasting

(Continued from *Initial procedure*.)

14 **Dial the receiving machines using one or more of the following methods:**

- Press one or more Rapid Keys.
- Enter one or more Speed Dial numbers, pressing SPEED DIAL before each number. (If you enter less than 3 digits for a Speed Dial number, press START/ENTER to complete the entry.)
- Enter one or more full fax numbers with the numeric keys, pressing START/ENTER after each full number.
- Press one or more Group Keys.

Note: If you need to delete a number, press ▲ or ▼ until the destination appears in the display and then press STOP.

15 **Press START/ENTER.**

16 **Press RESOLUTION and/or CONTRAST to adjust the resolution and contrast if desired, and then press START/ENTER.**

17 **Press START/ENTER.**

18 **Press STOP repeatedly until you return to the date and time display.**

Batch transmission

(Continued from *Initial procedure*.)

14 **Dial the receiving machine using one of the following methods:**

- Press a Rapid Key.
- Press SPEED DIAL and enter a Speed Dial number (if you enter less than 3 digits, press START/ENTER to complete the entry).
- Enter a full fax number with the numeric keys.

15 **Press START/ENTER.**

16 **Press RESOLUTION and/or CONTRAST to adjust the resolution and contrast if desired, and then press START/ENTER.**

17 **Press START/ENTER.**

18 **Press STOP repeatedly to return to the date and time display.**

Being Polled (Memory polling)

(Continued from *Initial procedure*.)

14 **Press (1) to allow polling only once, or (2) to allow polling an unlimited number of times.**

15 **Press START/ENTER.**

16 **Press RESOLUTION and/or CONTRAST to adjust the resolution and contrast if desired, and then press START/ENTER.**

17 **Press START/ENTER.**

18 **Press STOP repeatedly until you return to the date and time display.**

Clearing a Program Key

To clear a Program Key, follow these steps:

1 **Press MENU and then ▲ or ▼ until PROGRAM/GROUP MODE is selected in the display.**

Display:

```
MENU MODE
  2:LISTING MODE
  3:ENTRY MODE
  4:OPTIONAL SETTING
▶ 5:PROGRAM/GROUP MODE
```

2 **Press START/ENTER. Make sure that PROGRAM ENTRY MODE is selected.**

```
PROGRAM/GROUP MODE
▶ 1:PROGRAM ENTRY MODE
  2:GROUP ENTRY MODE
```

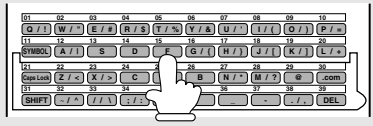
3 **Press START/ENTER and then ▲ or ▼ to select CLEAR.**

```
PROGRAM ENTRY MODE
   1=SET
▶ 2=CLEAR
```

4 **Press START/ENTER.**

```
PROGRAM CLEAR
  PRESS PROGRAM KEY
```

5 **Press the Program Key that you want to clear.**



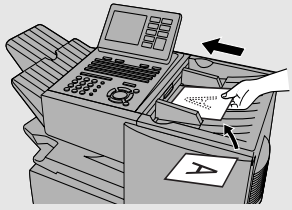
6 **Press START/ENTER.**

7 **Press STOP repeatedly until you return to the date and time display.**

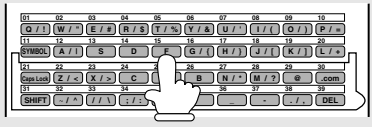
Using a Program Key

Follow the steps below to perform a programmed operation.

1 **If this is a transmission operation or memory polling operation, load the document.**



2 **Press the appropriate Program Key.**



Canceling a programmed timer operation

If a Program Key has been pressed for a timer operation and you need to cancel the operation before it is performed, follow the steps below.

Note: This procedure will not work for a document stored for a batch transmission. To cancel a batch transmission operation, see *Canceling a document stored for batch transmission* on page 157.

1 **Press the Program Key.**

2 **Press** START/ENTER.

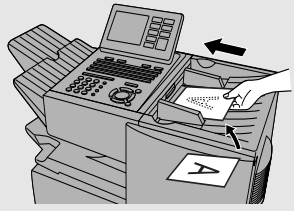
Duplex Scanning for Two-sided Documents

To transmit or copy documents which have printing or graphics on both sides of the page or pages, use Duplex Scanning. With this function, you simply feed the document (all pages) through the machine once, turn the stack of pages over, and feed it through again.

- ♦ The machine will automatically sort the pages into the correct order (front of 1st page, back of 1st page, front of 2nd page, back of 2nd page, etc.).
- ♦ Duplex Scanning can be used for copying (single copies and sorted multiple copies only) and any type of transmission from memory.
- ♦ Note that any blank sides must be included when scanning the pages (if the number of pages is not equal each time the machine scans the stack, an error will result). The blank sides will not, however, be printed out.

1 **Load the document (s).**

- Make sure the page(s) are front face down, with the first page on the bottom.
- SEND READY will appear in the display.



2 **Press** DUPLEX SCAN **and then** START/ENTER **.**

3 **Perform all steps of the desired copy or memory transmission.**

4 **When all pages of the document have been scanned, turn the stack over (do not change the page order) and load it again.**

5 **Press** START/ENTER **.**

Department Control

Department Control is used to limit use of the machine to authorized users. When it is activated, a department code must be entered before an operation can be performed.

- Department Control can only be activated by your Sharp dealer. If you want to use this function, contact your dealer.
- Department Control allows you to track the number of pages transmitted as well as the transmission time for each authorized department or person. See *Department Usage List* on page 191.

Entering Department Codes

Up to 30 different Department Codes can be entered to allow access to the machine. Transmitted pages and transmission time will be kept track of separately for each code. After you enter a code, inform the appropriate group or individual.

- A name must be entered for each code. Only the name, not the code, will appear on the Department Usage List.
- Be sure to keep a record of each code and name. If you misplace the record, contact your dealer.

1 **Press MENU and then ▲ or ▼ until ENTRY MODE is selected in the display.**

Display:

```
MENU MODE
   1:RECEIVE MODE
   2:LISTING MODE
▶  3:ENTRY MODE
```

2 **Press START/ENTER and then ▲ or ▼ until DEPT. PASSCODE is selected.**

```
ENTRY MODE
   06:ID # MODE
   07:SYSTEM # MODE
   08:STORE JUNK FAX #
▶  09:DEPT. PASSCODE
   10:BOOK ENTRY MODE
```

3 **Press START/ENTER.**

DEPARTMENT CODE MODE
▶ 1=SET
2=CLEAR

4 **Make sure that "SET" is selected and then press START/ENTER.**

(To clear a Department Code, select CLEAR and then press START/ENTER.)

5 **Entering: Enter a 2-digit number from "01" to "30" with the numeric keys. This number identifies the Department Code that you will enter in the next step.**
Clearing: Enter the 2-digit number that identifies the Department Code you want to clear.

Note: It is not possible to clear the Department Code that you currently used to access the machine. It is also not possible clear a Department Code if only one code is programmed.

6 **Entering: Enter a Department Code (4 digits or the number of digits set by Option Setting 27 as explained on page 185).**

Clearing: Enter the Department Code you want to clear, and go to Step 9.

7 **Press START/ENTER.**

8 **Press the letter entry keys to enter a name for the Department Code.**

9 **Press START/ENTER.**

10 **Return to Step 5 to enter (or clear) another Department Code, or press STOP repeatedly to return to the date and time display.**

Accessing the machine

When Department Control is activated, you must enter your Department Code before performing an operation.

- If you do not begin the operation within one minute after entering the code, the fax will return to controlled access mode.

Note: You do not have to enter a Department Code to receive faxes manually (by picking up an extension phone connected to the same line and pressing START/ENTER on the machine).

Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from parties that you specify. This saves paper by not printing out unwanted "junk" faxes.

To use this function, first turn it on by setting Option Setting 20 (Anti-Junk Fax) to ON as explained on page 184, and then enter the fax numbers from which you do not want to receive faxes as explained below.

- Up to 50 numbers can be entered in the Anti Junk Number List.
- To clear a number from the Anti Junk Number List, you need to know the 2-digit number that identifies it. If you have forgotten this number, print out the Anti Junk Number List as explained on page 188.

1 **Press MENU and then ▲ or ▼ until ENTRY MODE is selected in the display.**

Display:

```
MENU MODE
   1:RECEIVE MODE
   2:LISTING MODE
▶  3:ENTRY MODE
```

2 **Press START/ENTER and then ▲ or ▼ until STORE JUNK FAX # is selected.**

```
ENTRY MODE
   06:ID # MODE
   07:SYSTEM # MODE
▶  08:STORE JUNK FAX #
   09:DEPT. PASSCODE
   10:BOOK ENTRY MODE
```

3 **Press START/ENTER.**

```
JUNK FAX # MODE
▶  1=SET
   2=CLEAR
```

4 **Make sure that "SET" is selected and then press START/ENTER.**

(To clear a number from the list, select CLEAR and then press START/ENTER.)

5 **Entering: Enter a 2-digit number from "01" to "50" with the numeric keys. This number identifies the fax number that you will enter in the next step.**

Clearing: Enter the 2-digit number that identifies the fax number you want to clear, and go to Step 7.

6 **Enter the fax number.**

7 **Press START/ENTER.**

8 **Return to Step 5 to enter (or clear) another fax number, or press STOP repeatedly to return to the date and time display.**

Telephone Billing

If you are on a PBX, you can have the machine send a code to the PBX that identifies the sender for billing purposes each time a fax is sent. Telephone billing is possible in two ways: using Department Control and by direct billing code entry.

Using Department Control

If you are using the Department Control function, you can use Department Codes for telephone billing. In this case, the machine will automatically send the Department Code that a department member enters to access the machine to the PBX. The PBX can then use the Department Code to bill the call to that department.

To use Department Control for telephone billing, program a Department Code for each group that will use the machine (see *Department Control* on page 169), and then have your dealer activate Department Control. After this, set Option Setting 26 (Telephone Billing Code) to ON as explained on page 185.

Direct billing code entry

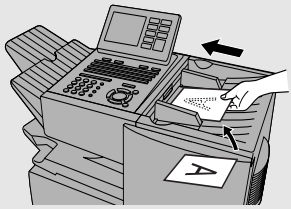
If you don't want to use Department Control for telephone billing, you can have users enter an assigned billing code (any number up 9 digits long) each time they use the machine. The machine will automatically send this code to the PBX for billing purposes. To use this function, have your dealer activate the function and then set Option Setting 26 (Telephone Billing Code) to ON as explained on page 185.

Note: The billing code should be assigned by your PBX administrator. Billing codes are not programmed into the machine.

Users should enter their billing code as follows when performing an operation on the machine. The code need only be entered when calling outside of the PBX.

1 Load the document (s).

- If you are using Normal Dialing, press SPEAKER or pick up an extension phone connected to the same line.
- SEND READY will appear in the display.



2 Enter your number to access an outside line (max. of 3 digits).

3 Flip down the Rapid Key overlay and press Space, enter the billing code (max. of 9 digits), and then press Space again.

- Note: The code will appear as asterisks in the display and will not appear in the Activity List or Transaction Report.

4 Press RESOLUTION and/or CONTRAST to adjust the resolution and contrast if desired.

5 Dial the other party by the desired method and transmit the document.

Distinctive Ring

Important:

- To use distinctive ring, you must subscribe to a distinctive ring service from your local phone company.
- Your machine may not be compatible with some distinctive ring services.

Note for dual line option: Distinctive ring can only be used on Line 1.

Distinctive ring is a service offered by some local telephone companies whereby they assign an additional second number to your regular single line. The second number rings differently from your normal number.

If you subscribe to a distinctive ring service, you can set the machine to automatically answer when your second number is called. This allows you to use the second number as an exclusive fax number.

To have your fax automatically answer when your second number is called, follow the steps below:

1 **Press MENU and then ▲ or ▼ until OPTIONAL SETTING is selected in the display.**

Display:

```
MENU MODE
  1:RECEIVE MODE
  2:LISTING MODE
  3:ENTRY MODE
▶ 4: OPTIONAL SETTING
```

2 **Press START/ENTER, 2 and 8.**

```
DISTINCTIVE RING
  1= RING PATTERN 1
  2= RING PATTERN 2
  3= RING PATTERN 3
  4= STANDARD RING
▶ 5= OFF SETTING
```

3 **Press ▲ or ▼ to select the desired setting.**
(See the bottom of the following page for the settings in Canada.).

RING PATTERN 1	Two short rings
RING PATTERN 2	One short, one long, and one short ring
RING PATTERN 3	Two short rings and one long ring
STANDARD RING	Your standard (normal) ring pattern
OFF SETTING	Turn distinctive ring off

4 **Press START/ENTER.**

5 **Press STOP repeatedly to return to the date and time display.**

Selections in Canada

In Step 3 of the above procedure, the selections available in Canada are as follows:

RING PATTERN 1	Two short rings
RING PATTERN 2	One short, one long, and one short ring
RING PATTERN 3	Two short rings and one long ring
RING PATTERN 4	Three very short rings
RING PATTERN 5	Two very short rings
STANDARD RING	Your standard (normal) ring pattern
OFF SETTING	Turn distinctive ring off

7. Optional Settings

The optional settings allow you to customize the machine to better suit your needs.

An initial setting has been made for each optional setting at the factory. To change a setting, follow the steps below to display the optional setting, and then select a new setting as explained in the pages that follow.

1 **Press MENU and then ▲ or ▼ until OPTIONAL SETTING is selected in the display.**

Display:

```
MENU MODE
  1:RECEIVE MODE
  2:LISTING MODE
  3:ENTRY MODE
▶ 4: OPTIONAL SETTING
```

2 **Press START/ENTER.**

```
OPTIONAL SETTING MODE
▶ 01:DEFAULT FAX RESOLUTION
  02:# OF RINGS AUTO RX
  03:# OF RINGS MANUAL RX
  04: AUTO LISTING
```

3 **Press the numeric keys to enter the 2-digit number ("01" to "32") of the optional setting that you wish to change. (Note: You can also press the Rapid Key that has the same number as the optional setting.)**

Example: Optional Setting 01 (0) (1)

OR

Press ▲ or ▼ to scroll through the optional settings. When the desired optional setting appears, press START/ENTER.

4 **Enter a selection for the optional setting as explained in the following pages.**

5 **After entering a selection, the subsequent option setting will appear in the display. To return to the date and time display, press STOP twice.**

Optional Settings

Setting 01: DEFAULT FAX RESOLUTION
This option sets the default resolution (the resolution used if a setting is not selected with RESOLUTION) for transmitting documents. Press ▲ or ▼ to select STANDARD, FINE, SUPER FINE, or ULTRA FINE, and then press START/ENTER.

♦ Initial setting: STANDARD

Setting 02: NUMBER OF RINGS AUTO RECEPTION
This sets the number of rings the machine waits before answering an incoming call in AUTO receive mode. Enter a number from 0 to 9 (if 0 is entered, the machine will answer without ringing).

♦ Initial setting: 1

Setting 03: NUMBER OF RINGS MANUAL RECEPTION
You can also have the machine automatically answer a call after a certain number of rings in MANUAL reception mode. To turn on this function, enter the desired number of rings (any number from 1 to 9). To turn off the function, enter 0.

♦ Initial setting: 0 (off)

Setting 04: AUTO LISTING
Select YES to have the machine automatically print an Activity Report once every 30 send/receive operations. (The report can still be printed on demand at any time.) Select NO to turn the function off. Press ▲ or ▼ to make the selection and then press START/ENTER.

♦ Initial setting: NO

Setting 05: TRANSACTION REPORT PRINT SELECTION

This sets the condition for printing out a Transaction Report. Press ▲ or ▼ to select one of the following conditions, and then press START/ENTER.

ERROR/TIMER/ MEMORY:	A report will be printed after an error, timer operation, or memory operation
SEND ONLY	A report will be printed only after a transmission
ALWAYS PRINTS	A report will be printed after each transmission, reception, or error
NEVER PRINTS	A report will never be printed.
ERROR ONLY	A report will be printed only after an error occurs

♦ Initial setting: ERROR ONLY

Setting 06: RECALL TIMES

This sets the maximum number of times your fax will automatically redial if the line is busy. Enter any number from 0 0 to 1 4.

♦ Initial setting: 02

Setting 07: RECALL INTERVAL

This sets the amount of time your fax will wait between automatic redials when the line is busy. Enter 0 1 for 1 minute, 0 2 for 2 minutes, etc., up to a maximum of 15 minutes.

♦ Initial setting: 05

Setting 08: SECURITY SELECTION

Select ON to turn polling security on, or OFF to turn it off. Press ▲ or ▼ to make the selection and then press START/ENTER.

♦ Initial setting: ON

Setting 09: ERROR CORRECTION MODE (ECM)
Select YES to have any distortions in a transmission due to noise on the telephone line corrected before print-out at the receiving end. This is only effective when the other machine has ECM as well. Select NO to turn the function off. Press ▲ or ▼ to make the selection and then press START/ENTER.

Note: If the transmission or reception is taking place in Super G3 mode, ECM will operate regardless of the ECM setting.

♦ Initial setting: YES

Setting 10: AUTO COVER SHEET
Select YES to have the fax automatically generate a cover sheet and send it as the last page of each transmission. Select NO to turn the function off.

Press ▲ or ▼ to make the selection and then press START/ENTER.

♦ Initial setting: NO

Setting 11: FAX SCANNING WIDTH

This setting selects the maximum scanning width. Press ▲ or ▼ to select 10 inches or 8.3 inches, and then press START/ENTER.

♦ Initial setting: 10 inches

Setting 12: COPY SCANNING
This setting is used to reduce copies slightly before printing to ensure that data on the edges are not cut off. Press ▲ or ▼ to select AUTO for automatic reduction, or 100% for no reduction, and then press START/ENTER.

♦ Initial setting: 100%

Setting 13: COPY CUT-OFF
This setting determines how the machine will copy documents that are longer than the printing paper. Select CONTINUE to have the remainder of the document printed on a second page, or CUT-OFF to cut off (not print) the remainder. Press ▲ or ▼ to make the selection, and then press START/ENTER.

♦ Initial setting: CUT-OFF

Setting 14: RECEIVE REDUCE
This setting is used to reduce received documents slightly before printing to ensure that data on the edges are not cut off. Select AUTO for automatic reduction or 100% for no reduction. Press ▲ or ▼ to make the selection and then press START/ENTER.

♦ Initial setting: AUTO

Setting 15: IMAGE MEMORY PRINT
Select YES to include a copy of part of the first page of the transmitted document on the Transaction Report. Select NO to turn the function off. This setting is only effective when transmitting from memory. Press ▲ or ▼ to make the selection and then press START/ENTER.

♦ Initial setting: YES

Setting 16: CASSETTE SELECTION

Note: This setting will only appear if the machine has two paper cassettes, or if the machine has one paper cassette and Option Setting 31 (Seperate Mode) is turned off.

Press ▲ or ▼ to select one of the following settings and then press START/ENTER.

AUTO SELECTION:The machine automatically selects the printing paper source (tray or cassette) according to the size of each page received or copied. (If a document consists of multiple pages of different sizes, each page will be printed on the paper that best matches its size.)

AUTO SELECTION 2: The machine automatically selects the printing paper source (tray or cassette) according to the size of the first page of the document received or copied. (If the document consists of multiple pages of different sizes, all pages will be printed on the same size of paper based on the size of the first page.)

MANUAL SELECTION: Use this to set a fixed order of priority for the paper sources. After selecting this setting, the 1ST PRIORITY setting will appear. Select the source from which you want paper to be always drawn (regardless of the size of the received document), and then press START/ENTER. The 2ND

PRIORITY setting will now appear. Use this setting to select the source from which you want paper to be drawn in the event that the “1ST PRIORITY” source runs out of paper. If you wish to have the incoming fax received to memory in this case, select “NONE”. When you have completed the selection, press START/ENTER.

FO-DC600: If the machine has two paper cassettes and Option Setting 31 (Seperate Mode) is turned off, and if you did not select “NONE” for the “2ND PRIORITY” setting, the “3RD PRIORITY” setting will appear. Use this to select the source from which you want paper to be drawn in the event that both the ”1ST PRIORITY” and the “2ND PRIORITY” sources run out of paper, or select “NONE” to have the fax received to memory. When you have completed the selection, press START/ENTER.

♦ Initial setting: AUTO SELECTION

Setting 17: RETRANSMISSION TIMES
This sets the number of times the fax will reattempt a memory transmission which has been interrupted by a line error or power failure. Enter any 2-digit number from 0 1 to 1 4, or enter 0 0 to turn off the function.

♦ Initial setting: 10

Setting 18: RETRANSMISSION INTERVAL
You can select the number of minutes the fax waits between each memory retransmission attempt. Enter 0 1 for 1 minute, 0 2 for 2 minutes, etc., up to a maximum of 15 minutes. If you do not want the fax to wait between attempts, enter 0 0.

♦ Initial setting: 02

Setting 19: POWER SAVE MODE
To conserve power, you can have the laser printer heater in the machine turn off when not in use. When this is done, the heater will turn on automatically when you receive a document (there will be a slight delay before printing while the heater warms up) and turn off when printing is completed. Select ON to turn on the function or OFF to turn off the function. Press ▲ or ▼ to make the selection and then press START/ENTER.

♦ Initial setting: ON

Setting 20: ANTI-JUNK FAX
Select ON to block reception from fax numbers entered in the Anti Junk Fax List. Select OFF to allow reception from all numbers. Press ▲ or ▼ to make the selection and then press START/ENTER.

♦ Initial setting: OFF

Setting 21: ALARM VOLUME
This sets the volume of the beep sound that alerts you to error conditions and informs you that operations have been completed. Press ▲ or ▼ to select a volume level (HIGH, LOW or OFF) and then press START/ENTER..

♦ Initial setting: LOW

Setting 22: DIAL MODE
This sets the dial mode. Select TONE if you are on a touch-tone line, or PULSE if you are on a pulse dial (rotary) line. Press ▲ or ▼ to make the selection and then press START/ENTER.

♦ Initial setting: TONE

Setting 23: QUICK ON-LINE
When you transmit a multi-page document, this setting determines whether the machine will dial the receiving party and begin transmitting while scanning is still in progress, or wait until all pages have been scanned before dialing. Select ON to have the machine dial and begin transmission while scanning is still in progress, or OFF to have the machine wait until all pages have been scanned. Press ▲ or ▼ to make the selection and then press START/ENTER.

♦ Initial setting: ON

Setting 24: MULTI TTI
If you are using Department Control, you can select ON to have the department name (the name associated with the department code entered by an operator to access the fax) appear at the top of each transmitted document. This will appear in place of the name entered in *Entering Your Name and Fax Number* in Chapter 1. Select OFF to turn Multi TTI off (the

sender's name entered in Chapter 1 will appear). Press ▲ or ▼ to make the selection and then press START/ENTER.

♦ Initial setting: OFF

Setting 25: BEEP LENGTH
This sets the duration of the beep that signals the end of transmission, reception, and copying. Press ▲ or ▼ to select a duration (3 SECONDS, 1 SECOND, or NO BEEP) and then press START/ENTER.

♦ Initial setting: 3 SECONDS

Setting 26: TELEPHONE BILLING CODE
This setting allows you to use Department Codes or direct billing codes for telephone billing on a PBX. (Your dealer must first activate Department Control or direct billing code entry.) Select ON to turn telephone billing on, or OFF to turn it off. Press ▲ or ▼ to make the selection and then press START/ENTER.

♦ Initial setting: OFF

If you selected ON, the BILLING CODE DIAL selection will subsequently appear. Select BEFORE if your PBX must receive the billing code before dialing a telephone number, or AFTER if it must receive the billing code after dialling a telephone number, and then press START/ENTER. (Refer to your PBX manual or consult your PBX adminstrator for this information.)

Note: If you select AFTER for the BILLING CODE DIAL selection, you must press REDIAL after dialing if you use SPEAKER.

Setting 27: DEPARTMENT CODE DIGITS
Use this setting if you are using Telephone Billing and need to change the number of digits of Department Codes to accord with your PBX's telephone billing system. Enter any number from 3 to 9.

♦ Initial setting: 4

Setting 28: DISTINCTIVE RING
This sets the ring pattern to which your fax will answer if you subscribe to a distinctive ring service. Press ▲ or ▼ to select a ring pattern and then press START/ENTER. See page 176 for more details.

♦ Initial setting: OFF

Setting 29: VERIFICATION STAMP
Select ON if you want the machine to stamp each original document page as it is scanned. After scanning, you can check to see if all pages have been stamped to verify that no double feeds occurred. Select OFF to turn the function off. Press ▲ or ▼ to make the selection and then press START/ENTER.

Note: To use this function, your dealer must install the Verification Stamp option.

♦ Initial setting: OFF

Setting 30: DEFAULT COPY RESOLUTION
Use this setting to select the default copying resolution (the resolution used for copying if a setting is not made with RESOLUTION). Press ▲ or ▼ to select STANDARD, FINE, SUPER FINE, or ULTRA FINE, and then press START/ENTER.

♦ Initial setting: FINE

Setting 31: SEPARATE MODE
If desired, you can have the fax draw a sheet of paper from one of the paper sources after each fax reception. By loading colored (or large) paper in that source, each colored sheet drawn will act as a separator that makes it easy to distinguish where one multi-page document ends and another begins. A Transaction Report printed after a reception will also be printed from that paper source to act as a separator sheet. To turn on this function, press ▲ or ▼ to select YES, select the paper source for the separator paper, and then press START/ENTER. After turning on the function, be sure to load appropriate paper in the selected paper source. To turn off Seperate mode, press ▲ or ▼ to select NO and then press START/ENTER. (Note that the function will turn off automatically if the selected paper source runs out of paper.)

Note for FO-DC500: This setting is only available if your dealer has installed the paper cassette option.

♦ Initial setting: NO

Note: If you turn off the Separate Mode setting, Option Setting 16 will subsequently appear in the display to allow you make an appropriate setting for cassette selection. If you don't make a selection, AUTO SELECTION will be automatically selected.

Setting 32: BACKLIGHT SETTING

Use this setting to set the amount of time until the display backlight turns off after the operation panel is used (after a key is pressed). Press ▲ or ▼ to select the amount of time (3 MINUTES, 10 MINUTES, or 15 MINUTES), or select ALWAYS OFF if you never want the backlight to be on. When finished, press START/ENTER.

♦ Initial setting: 3 MINUTES

8. Printing Lists and Reports

You can print lists showing settings and information entered in the machine. You can also print out reports on recent activity and individual operations after they are completed. The lists and reports are described on the following pages.

To print a list, follow the steps below.

1 **Press MENU and then ▲ or ▼ until LISTING MODE is selected in the display.**

Display:

```
MENU MODE
   1:RECEIVE MODE
▶ 2:LISTING MODE
   3:ENTRY MODE
```

2 **Press START/ENTER.**

3 **Press the numeric keys to enter the 2-digit number ("01" to "11") of the list that you want to print. (Note: You can also press the Rapid Key that has the same number as the list.)**

Example: Activity Report 0 1

OR

Press ▲ or ▼ to scroll through the lists. When the desired list is selected, press START/ENTER.

Activity Report (List 01)

This report shows information on your most recently performed send and receive operations (a combined maximum of 30 operations can appear). The report is divided into two parts: the SEND REPORT, which shows information on transmissions (including Scan to E-mail transmissions if the network scanner option is installed), and the RECEIVE REPORT, which shows information on receptions.

- If Option Setting 4 (Auto Listing) is set to YES, a report will be automatically printed out whenever information on 30 operations has accumulated. (A report can still be printed on demand at any time.)

P.01

SEND REPORT

MAY-25-2003 TUE 05:16 PM

FOR: John Doe Corp. 201 555 1234

#	DATE	START	RECEIVER	TX TIME	PAGES	TYPE	NOTE	M#	DP
01	MAY-21	06:23 PM	AL	**'**	0	FAX TX	P.FAIL	001	

TOTAL: 0" 0

GRAND TOTAL TIME: OS PAGES: 0

- All information is erased after a report is printed out. If automatic print-out is turned off and the report is not printed manually for 30 operations, the information on the oldest operation will be overwritten each time a new operation is performed.

Explanation of headings

SENDER/ RECEIVER The name or fax number of the other machine involved in the transaction.

START The time at which transmission/reception started.

TX/RX TIME Total time taken for transmission/reception.

PAGES Number of pages transmitted/received.

TYPE **CONF. TX** - A confidential operation was performed.

(T) - A timer operation was performed.

(D) - The document was sent directly from the feeder, not from memory.

NOTE One of the following notes will appear under **NOTE** in the report to indicate whether the transaction was successful, and if not, the reason for the failure. (Note: With the exception of the error codes CE-00 to CE-05 explained on the following page, the success or failure of a Scan to E-mail transmission is not indicated. If your e-mail server is unable to deliver a Scan to E-mail transmission to an e-mail address, notification will be sent to your specified sender's e-mail address.)

OK - Transmission/reception was successful.

P.FAIL - A power failure prevented the transaction.

JAM - The printing paper or document jammed, preventing the transaction.

BUSY - The fax was not sent because the line was busy.

COM.E-0 to COM.E-31 - A telephone line error prevented the transaction. See *Line Error* in *Problems and Solutions* in Chapter 9.

CE-01 to CE-05 - An error occurred when the machine attempted to establish a connection with your e-mail server.

CANCEL - The transaction was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your machine does not have.

- **CANCEL 3** - (Used for confidential transmission only) A confidential transmission was cancelled because the receiving machine does not have a confidential function, a confidential passcode is not programmed in the receiving machine, its memory is full, or it is not a Sharp model.

CANCEL 4 - (Used for confidential transmission only) A confidential transmission was cancelled because an incorrect mailbox number was entered for a machine with confidential mailboxes, or the other machine's memory is full.

Timer List (List 02)

This list shows the timer operations that are currently set.

Destination List (List 03)

This list shows the fax numbers that have been programmed for automatic dialing.

Passcode List (List 04)

This list shows your settings for polling security, your name and fax number as programmed in the machine, and a sample of the header printed at the top of every page you fax (HEADER PRINT).

Optional Setting List (List 05)

This list shows the current status of the option settings.

Program and Group List (List 06)

The top part of this list shows the programs that have been entered. The bottom part shows the fax numbers that have been programmed into Group Keys.

Batch Transmission List (List 07)

The Batch Transmission List shows the documents that are currently stored for batch transmission.

Department Usage List (List 08)

This list shows total transmission time and pages transmitted (including polling time and pages polled) for each department during the period indicated on the list. The information is only available if Department Control has been activated.

- Each time you print out the report, the data is cleared and a new period begins.

Confidential Reception List (List 09)

This list shows which mailboxes have received confidential documents and the total number of pages received. Print this list out whenever RCVD CONFIDENTIAL RX appears in the display.

Anti Junk Number List (List 10)

This list shows the fax numbers from which reception is not allowed.

Personal Book List (List 11)

This list shows the personal books that have been created.

Transaction Report

This report is printed out automatically after a fax operation is completed to allow you to check the result. The machine is set at the factory to print out the report only when an error occurs. If desired, you can change the setting to have it printed out under a variety of other conditions. See Option Setting 5 (Print Selection) in Chapter 7. (Note: A Transaction Report is not printed after a Scan to E-mail transmission.)

- You can also print out the Transaction Report on demand by pressing REPORT N/* (flip up the Rapid Key overlay if it is down) after the operation is completed.
- The same headings appear in the Transaction Report as in the Activity Report. See *Activity Report* in this chapter for an explanation of the headings.
- The top part of the first page of the document will also appear below the report if the document was sent from memory. If confidentiality is required, you can prevent printing of the top part of the document by setting Option Setting 15 (Image Memory Print) to NO.

9. Maintenance

Cleaning the Scanning Glass and Rollers

Clean the reading glass and rollers frequently to ensure the quality of your transmitted images and copies.

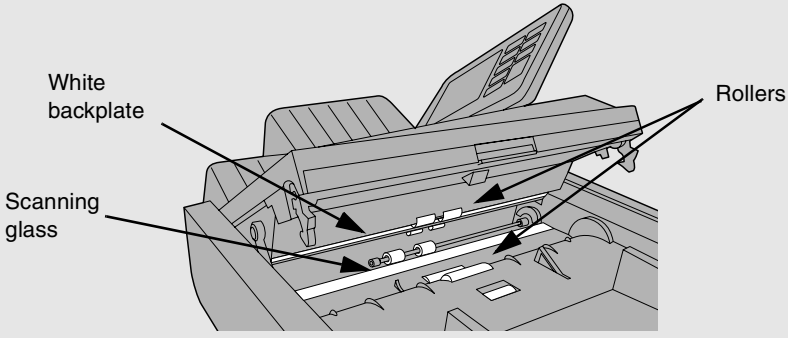
1 **Open the operation panel.**

- Squeeze the release marked **PANEL RELEASE** and pull up.



2 **Wipe the scanning glass, white backplate, and rollers with a soft cloth.**

- Make sure that all dirt and stains (such as correcting fluid) are removed, as dirt will cause vertical lines on transmitted images and copies. (If necessary, wipe with denatured alcohol.)



The Housing

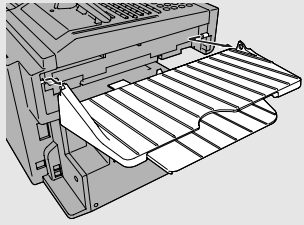
Wipe the external parts and surface of the machine with a dry cloth.

Caution!
Do not use benzene or thinner. These solvents may damage or discolor the machine.

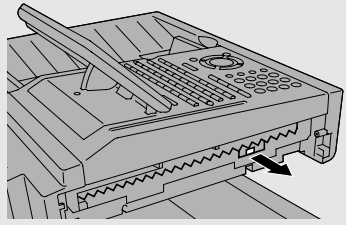
Replacing the Verification Stamp

If you are using the Verification Stamp function, you will need to replace the ink cartridge in the stamp unit when it runs out of ink (when the stamped mark on original documents becomes faint). A new ink cartridge can be obtained from your dealer.

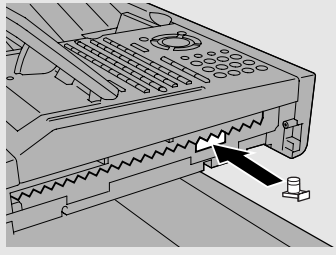
1 **Remove the ADF exit tray.**



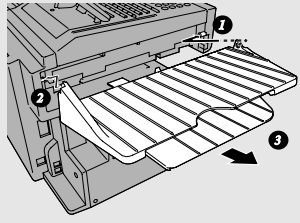
2 **Press down on the protruding tab of the green ink cartridge and pull the cartridge out with your fingers.**



3 **Insert the new ink cartridge into the machine (make sure that the tab is facing out).**



4 **Replace the ADF exit tray.**



10. Troubleshooting

Problems and Solutions

Note: For problems related to the network scanner or network printer options, see the manuals for those options.

Line error

Problem	Solution
LINE ERROR appears in the display, and/or a transaction report is printed out with **COM. E-** and a number from **0** to **31** in the **NOTE** column.	Try the transaction again. If the error persists, check the following: Check the hookup. The cord from the **TEL. LINE** jack to the wall jack should be no longer than six feet. • Make sure there are no modem devices sharing the same telephone line. • Check with the other party to make sure their fax machine is functioning properly. • Have your telephone line checked for line noise. • Try connecting the machine to a different telephone line. • If the problem still occurs, your machine may need service.

Dialing and transmission problems

Problem	Solution
Dialing is not possible.	• Make sure the power cord is properly plugged into a power outlet. • Make sure that the telephone line is properly connected to both the **TEL. LINE** jack and the wall jack. • Make sure that the machine is set to the correct dialing mode for your telephone line. See Option Setting 22 in Chapter 7.
The power is on, but no transmission takes place.	• Make sure that the receiving machine has paper. • Make sure that the telephone line cord is plugged into the **TEL. LINE** jack, and not the **TEL. SET** jack. • If the receiving machine is in manual mode with no attendant, reception will not be possible. • If the receiving machine is not a Sharp model, make sure it is G3 compatible. • Check the display for error messages. • Press the **SPEAKER** key and check for a dial tone.
Nothing is printed at the receiving end.	• Make sure that the document for transmission is placed face down in the feeder.
A distorted image is received at the other end.	• If ECM mode (Option Setting 9) is turned off, noise on the telephone line may cause distortion. Try sending the document again. • Make a copy of the document on your machine. If the copy is also distorted, your machine may need service.

Reception and copying problems

Problem	Solution
The machine doesn't receive documents automatically.	• Make sure that the reception mode is set to AUTO. If you subscribe to a distinctive ring service, make sure that the Distinctive Ring function is set to the correct ring pattern. If you do not subscribe to a distinctive ring service, make sure that Distinctive Ring is set to OFF SETTING. (See Distinctive Ring in Chapter 6.)
The received document is faint.	• Ask the other party to send higher contrast documents. If the contrast is still too low, your machine may need service. Make a copy or print a report to check your machine's printing ability. • The toner cartridge may need replacement.
The printed image appears dirty and/or the paper jams frequently.	• Have a service technician clean the print compartment.
The power is on, but no reception takes place.	• Make sure that the wall jack is connected to the **TEL. LINE** jack, and not the **TEL. SET** jack.
Received images are distorted.	• If ECM mode (Option Setting 9) is turned off, noise on the telephone line may cause distortion. Have the other party try sending the document again. • If the other machine has ECM mode, make sure this feature is turned on in both machines (see Option Setting 9). • Make a copy or print a report on your machine. If the copy or report is also distorted, your machine may need service. • The drum cartridge may be damaged. Try a new drum cartridge. • The fusing unit and transfer roller may need to be replaced during the life of the machine if print quality begins to deteriorate. This must be done by a service technician.

The quality of copies is poor and/or black lines appear.	• Any dirt or material on the scanning glass will cause lines to appear on copies and transmitted faxes. Clean the scanning glass as explained in Chapter 9.
Dots appear at regular intervals on received documents and copies.	• The drum cartridge may be damaged. Replace the drum cartridge.
The printing paper comes out blank when you try to receive a document.	• Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine.

General problems

Problem	Solution
Nothing appears in the display.	• Make sure the power cord is properly plugged into a power outlet and the power switch is turned on. • Connect another electrical appliance to the outlet to see if it has power.
The machine does not respond when you press any of its keys.	• If a beep sound is not made when you press the keys, turn off the power switch and then turn it on again several seconds later.
Automatic document feeding does not work for transmission or copying.	• Check the size and weight of the document (see *Transmittable Documents* in Chapter 2).
No reception occurs when polling is attempted.	• Make sure you have not run out of paper. • Make sure the transmitting machine is in automatic reception mode. • If the transmitting machine has polling security, make sure that your fax number has been entered both in your machine and in the transmitting machine.

Messages and Signals

Display messages

CHECK CASSETTE	This indicates that the cassette is not installed properly.
CONF. REFUSED	A confidential transmission has been denied because you entered an incorrect mailbox number for a machine with mailboxes.
CONF. RX ERROR	Confidential reception was cancelled because the mailbox number specified by the transmitting machine is not programmed in your machine.
CHECK COVER OR DRUM	The print compartment cover is open or the drum cartridge has not been installed. Close the cover or install the drum cartridge.
DRUM LIFE REACHED	The drum cartridge must be replaced soon (this message appears when approximately 1000 pages can still be printed).
FAX RCVD IN MEMORY	A fax has been received in memory because the toner cartridge needs replacement, you have run out of printing paper, or the paper is jammed. The fax will automatically print out when the problem is fixed.
LINE ERROR	Transmission or reception was not successful. Press **STOP** to clear the message and then try again. If the error persists, see *Line Error* in *Problems and Solutions* in this chapter.
MEMORY FULL ERROR	An internal memory error occurred. You may need to resend one or more pages of the document being transmitted when the error occurred.
MEMORY FULL ERROR PRESS STOP KEY	The memory is full (this message appears when Option Setting 23, Quick On-line, is set to NO). Press the **STOP** key to clear the message and cancel the transmission.
MENU MODE	The **MENU** key has been pressed.

NO CONF. FUNCTION	Confidential transmission was cancelled because the receiving machine does not have a confidential function, a confidential passcode is not programmed in it, its memory is full, or it is not a Sharp model.
NO PAPER	This indicates that you are out of paper. If the machine has multiple paper sources, the message will be followed by the paper source (or sources) that is out of paper in parentheses. If no paper source is indicated, all paper sources are out of paper.
ONHOOK DIAL MODE	The **SPEAKER** key has been pressed and the machine is waiting for you to dial.
OUTPUT TRAY OFF	The received document tray is not attached. Attach it as explained in *Connections* in Chapter 1 (the tray must be attached for the machine to operate properly.)
PAPER JAM	The printing paper is jammed. See the following section, *Clearing Paper Jams*.
RCVD CONF. FAX	A confidential fax has been received in memory. Print the fax as explained in *Confidential Operations* in Chapter 6.
REMOVE ORIGINAL(S)	The original document is jammed. See the following section, *Clearing Paper Jams*.
SIZE ERROR	This message will be followed by one of the paper sources in parentheses, and informs you that the paper loaded in that source is not all the same size.
REPLACE TONER	The toner cartridge must be replaced.
WAITING<MEMORY FULL>	The memory has become full and scanning has stopped during scanning of a multi-page document. Scanning will automatically resume when sufficient memory becomes free (for example, after several pages are transmitted).

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that an extension phone connected to the fax is off hook.

Clearing Paper Jams

Clearing a jammed document

If the original document doesn't feed properly during transmission or copying, or REMOVE ORIGINAL(S) appears in the display, first try pressing (START/ENTER) . If the document doesn't feed out, open the operation panel and remove it.

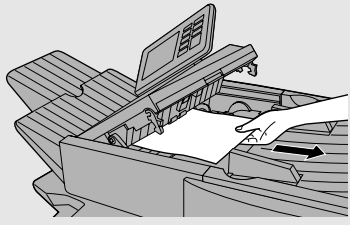
Important:
Do not try to remove a document without opening the operation panel. This may damage the feeder mechanism.

1 **Open the operation panel.**

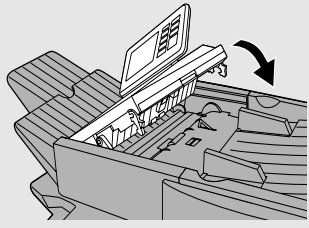
- Squeeze the release marked **PANEL RELEASE** and pull up.



2 **Remove the document.**



3 **Close the operation panel, making sure it clicks into place.**

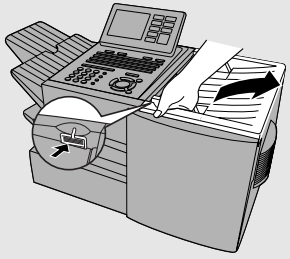


Clearing jammed printing paper

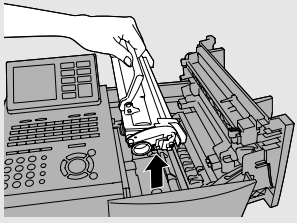
If the printing paper jams, PAPER JAM will appear in the display. Follow the steps below to clear the jam.

1 **Press the green release and open the print compartment cover.**

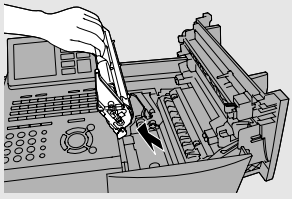
- **Caution!**
  The fusing unit inside the print compartment becomes very hot during operation. Be careful not to touch the inside of the compartment.



2 **Remove the toner cartridge and place it on a sheet of paper.**

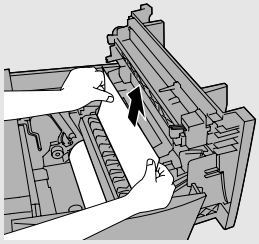


3 **Remove the drum cartridge.**

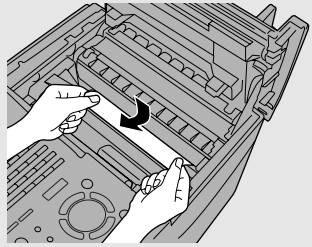


4 **Remove the jammed paper.**

- Make sure no torn pieces of paper remain in the print compartment and rollers.

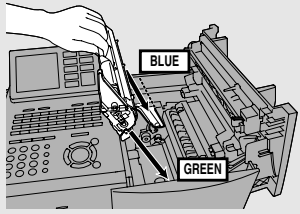


OR

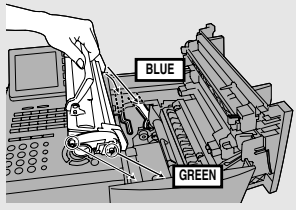


5 **Replace the drum cartridge.**

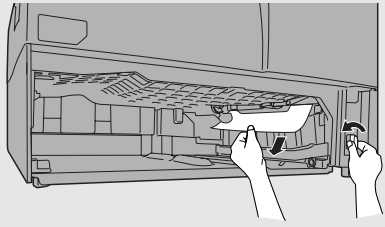
- Make sure the drum cartridge is inserted in as far as it will go.



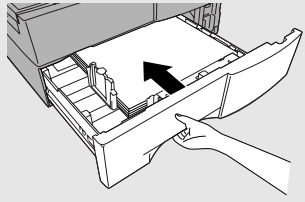
6 **Replace the toner cartridge and then close the print compartment cover.**



7 **If you have a paper cassette and the display still indicates that paper is jammed, pull out the cassette and remove the jammed paper.**



8 **Replace the paper cassette.**



FCC Regulatory Information

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

A plug and jack used to connect this equipment to the premises wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See installation instructions for details. This equipment connects to the telephone network through a standard USOC RJ-11C network interface jack.

The REN is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 03 is a REN of 0.3). For earlier products, the REN is separately shown on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If trouble is experienced with this equipment, or for repair or warranty information, please contact your authorized Sharp dealer. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment may not be used on coin service provided by the telephone company. Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure that the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

When programming and/or making test calls to emergency numbers:

- Remain on the line and briefly explain to the dispatcher the reason for the call.
- Perform such activities in the off-peak hours, such as early morning or late evening.

S H A R P

Date Revised :Oct. 7, 2002
Date Issued :May. 28, 1998

MATERIAL SAFETY DATA SHEET (1/3)

MSDS No. B-1020

Section 1. Product and Company Identification

Product Name: Toner Cartridge of FO-50ND / DUNT-455BSCZZ
Supplier Identification: Sharp Corporation
22-22 Nagaike-cho, Abeno-ku, Osaka, Japan
Local suppliers are listed below. Please contact the nearest supplier for additional information.

(Country)	(Name and Telephone Number)
U.S.A.	Sharp Electronics Corporation Telephone number for information: 1-800-237-4277 Emergency telephone number : 1-800-255-3924
Canada	Sharp Electronics of Canada Ltd. Telephone number for information: 905-890-2100 Emergency telephone number : 1-800-255-3924

Section 2. Ingredients

Ingredients	Cas No.	Proportion	OSHA Z-Tables	ACGIH TLV	IARC	DFG-MAK(GER)	Other Limits
Polyester resin	Trade Secret	>90%	—	—	—	—	—
(Trade secret No. 361615 -5042-P in New Jersey)							
Carbon black	1333-86-4	1 - 5%	3.5 mg/m^3	3.5 mg/m^3	2B	III 3B	TWA(Austl) : 3 mg/m^3
Polyolefin wax	9003-07-0	1 - 5%	—	—	—	—	—
Organic pigment	Trade Secret	1 - 5%	—	—	—	—	—
(Trade secret No. 361615 -5025-P in New Jersey)							

Section 3. Hazardous Identification

Most Important Hazards and Effects of the Products
For Human Health: This toner is not classified as a human carcinogen. No symptoms expected with intended use.
For the Environment: No data are available on the adverse effects of this product on the environment.
For others: None
Specific hazards: Dust explosion (like most finely divided organic powders)

Section 4. First-Aid Measures

Symptoms of Overexposure: No symptoms expected with intended use.
Routes of Entry: Eye contact, inhalation, ingestion
Information
Inhalation: If symptoms are experienced, remove source of contamination or move victim to fresh air and obtain medical advice.
Skin Contact: Flush with gently flowing water (preferably lukewarm) and soap for 15 minutes or until particle is removed. If irritation does occur, obtain medical advice.
Eye Contact: Do not allow victim to rub eye(s). Flush with gently flowing water (preferably lukewarm) for 15 minutes or until particle is removed. Have victim look right and left, and, then up and down. If irritation does occur, obtain medical attention. DO NOT attempt to manually remove anything stuck to the eye(s).
Ingestion: If irritation or discomfort occurs, obtain medical attention immediately.
Note to Physician: None

Section 5. Fire-Fighting Measures

Suitable Extinguishing Media: CO2, water spray, foam and dry chemical
Extinguishing Media to Avoid: Full water jet
Special Firefighting Procedures: None
Fire and Explosion Hazards: If dispersed in air, toner, like most finely divided organic powders, may form an explosive mixture.
Protection of Firefighters: Use self-contained breathing apparatus (SCBA).

Section 6. Accidental Release Measures

Personal Precautions: None
Environmental Precautions: None
Methods for Cleaning Up: Wipe off with paper or cloth. DO NOT use vacuum cleaner when a large amount is released. It, like most finely divided organic powders, may create a dust explosion.

Section 7. Handling and Storage

Handling
Technical Measures: None
Precautions: None
Safe Handling Advice: Try not to disperse the particles.
Storage
Technical Measures: None
Storage Conditions: Keep container closed. Store in a cool and dry place. Keep out of reach of children.
Incompatible Products: None

S H A R P

Date Revised :Oct. 7, 2002
Date Issued :May. 28, 1998

MATERIAL SAFETY DATA SHEET (2/3)

MSDS No. B-1020

Section 8. Exposure Control/Personal Protection

Engineering Measures
Ventilation: None required with intended use.
Control Parameters(As total dust)
OSHA-PEL(USA): 15mg/m^3 ACGIH-TLV(USA): 10mg/m^3 DFG-MAK(GER): 6mg/m^3 Worksafe-TWA(Austl.): 10mg/m^3
Personal Protective Equipment
None required when used as intended in Sharp equipment. For use other than normal customer-operating procedures (such as in bulk toner processing facilities), goggles and respirators may be required.
Hygiene Measures: Wash hands after handling.

Section 9. Physical and Chemical Properties

Appearance
Physical State: Solid Form: Powder Color: Black

Odor:	Faint odor	Explosion Properties:	No data available
Particle Size(μm):	5 - 15	Density(g/cm^3):	1.2 (bulk density: 0.5)
Boiling Point:	Not applicable	Solubility in water:	Negligible
Melting Point(°C):	No data available	Oxidizing Properties:	No data available
Softening Point(°C):	120 - 130 *	Ignition Temperature(°C):	450 *
Flash Point:	Not applicable	Vapor Pressure:	Not applicable
pH:	Not applicable		
Partition Coefficient, n-Octanol/Water:	Not applicable		

Section 10. Stability and Reactivity

Stability: Stable [X] Unstable [ ]
Hazardous Reactions: Dust explosion, like most finely divided organic powders.
Conditions to avoid: Electric discharge, throwing into fire.
Materials to Avoid: Oxidizing materials.
Hazardous Decomposition Products: CO, CO2

Section 11. Toxicological Information

Health Effects from Exposure: No symptoms expected with intended use.
Toxicological Data
Acute Toxicity:
Inhalation, LC50(mg/l): >0.74 (Rats,4hour exposure) * (This was the highest attainable concentration.)
Ingestion(oral), LD50(mg/kg): >5000 (Rats) *
Dermal, LD50(mg/kg): >2000 (Rats) *
Eye irritation: Non irritant (Rabbits) *
Skin irritation: Non irritant (Rabbits) *
Skin sensitizer: No data available
Mutagenicity: Negative * (AMES test)
(*= Based on data for other Products with similar ingredients)
Local Effects: see Chronic Toxicity or Long term Toxicity
Chronic Toxicity or Long Term Toxicity: Prolonged inhalation of excessive dust may cause lung damage. It is attributed to "lung overloading", a generic response to excessive amounts of any dust retained in the lungs for a prolonged interval. Use of this product, as intended, does not result in inhalation of excessive dust.
In a study in rats by chronic inhalation exposure to a typical toner, a mild to moderate degree of lung fibrosis was observed in 92% of rats in the high concentration(16mg/m^3) exposure group and a minimal to mild degree of fibrosis was noted in 22% of the animals in the middle(4mg/m^3) exposure group. But no pulmonary change was reported in the lowest(1mg/m^3) exposure group, the most relevant level to potential human exposures.
Carcinogenicity
IARC Monographs: Not listed
NTP(USA): Not listed
OSHA Regulated(USA): Not listed
In 1996 the IARC reevaluated carbon black as a Group 2B carcinogen (possible human carcinogen). This valuation is given to Carbon Black for which there is inadequate human evidence, but sufficient animal evidence. The latter is based upon the development of lung tumors in rats receiving chronic inhalation exposures to free carbon black at levels that induce particle overload of the lung.
Studies performed in animal models other than rats have not demonstrated an association between carbon black and lung tumors. Moreover, a two-year cancer bioassay using a typical toner preparation containing carbon black demonstrated no association between toner exposure and tumor development in rats.

S H A R P

Date Revised :Oct. 7, 2002
Date Issued :May. 28, 1998

MATERIAL SAFETY DATA SHEET (3/3)

MSDS No. B-1020

Section 12. Ecological Information

No data are available on the adverse effects of this material on the environment.

Section 13. Disposal Consideration

Appropriate Methods of Disposal

Preparation(community provisions): Waste may be disposed or incinerated under conditions which meet all federal, state and local environmental regulations.

Contaminated Packaging: Waste may be disposed or incinerated under conditions which meet all federal, state and local environmental regulations.

Precautions: Do not throw the toner cartridge or toner into a n open flame. The hot toner may scatter and cause burns or other damage.

Section 14. Transport Information

Special Precautions: None

Information on Code and Classifications According to International Regulations

UN Classification: None

Section 15. Regulatory Information

US Information

Information on the label: Not required

TSCA(Toxic Substances Control Act):

All chemical substances in this product comply with all applicable rules or order under TSCA.

SARA(Superfund Amendments and Reauthorization Act) Title III

302 Extreme Hazardous Substance: None

311/312 Hazard Categories: None

313 Reportable Ingredients: None

California Proposition 65:

This product contains no chemical substances subject to California Proposition 65.

EU Information

Information on the label (88/379/EEC) and 67/548/EEC) :

Symbol & Indication : Not required

R-phrase : Not required

S-phrase : Not required

76/769/EEC:

All chemical substances in this product comply with all applicable rules or order under 76/769/EEC.

Section 16. Other Information

NFPA Hazard Rating: The National Fire Protection Agency(USA): Health: 1 Flammability: 1 Reactivity: 0

HMIS Rating: The National Paint and Coating Association(USA): Health: 1 Flammability: 1 Reactivity: 0

Recommended Uses: Toner for Electrophotographic Equipment

Restrictions: This information relates only to the specific material designated as supplied by the manufacturer. This information is supplied to us by the manufacturer and Sharp offers no warranties as to its accuracy and accepts no responsibilities for any typographical errors which may appear on these sheets. It is the responsibility of the user to determine the suitability of this product for each particular use.

Literature References:

ANSI Z400.1-1993

ISO 11014-1

Commission Directive 91/155/EEC

The Material Safety Data sheet: A Practical Guide to First Aid: Canadian Centre for Occupational Health and Safety's publication

HMIS IMPLEMENTATION MANUAL: National Paint & Coatings association

IARC(1996): IARC monographs on the Evaluation of the Carcinogenic Risk of Chemicals to Humans, Vol. 65, Printing Process and Printing Inks, Carbon Black and Some Nitro Compounds, Lyon, pp.149-261

H.Muhle, B.Bellmann, O.Creutzenberg, C.Dasenbrock, H.Ernst, R.Kilpper, J.C.MacKenzie, P.Morrow, U.Mohr, S.Takenaka, and R.Mermelstein(1991) Pulmonary Response to Toner upon Chronic Inhalation Exposure in Rats. Fundamental and Applied Toxicology 17, pp.280-299.

Rivision Record:

Oct. / 7 / 2002	Addition : Contact information
	Change : Section 15 EU information : “88 / 379 / EEC” → “1999 / 45 / EC”
July / 22/ 2002	Addition : Product Name FO-50ND

QUICK REFERENCE GUIDE

SENDING FAXES

Place the document (up to 50 letter-size pages) face down in the document feeder.



(Note: For Normal Dialing and Direct Keypad Dialing, you can also load the document after dialing the number.)

Press RESOLUTION or CONTRAST if needed.

Normal Dialing

1. Lift extension phone or press SPEAKER.
2. Dial the fax number (if using an extension phone, dial on the extension phone keypad).
3. Wait for the reception tone (if a person answers, ask them to press their Start key).
4. Press START/ENTER.

Rapid Key Dialing

Press the desired Rapid Key.

Speed Dialing

1. Press SPEED DIAL and enter the desired Speed Dial number (press START/ENTER if you entered less than 3 digits).
2. Press START/ENTER.

Direct Keypad Dialing

1. Dial the fax number.
2. Press START/ENTER.

STORING AUTO DIAL FAX NUMBERS

1. Press MENU and then ▲ or ▼ until ENTRY MODE is selected in the display.
2. Press START/ENTER. Make sure that DESTINATION SETTING is selected.
3. Press START/ENTER. Make sure that SET is selected. (To clear a number, select CLEAR .)
4. Press START/ENTER.
5. To store a Rapid Key number, press the desired Rapid Key.
   To store a Speed Dial number, press SPEED DIAL and enter a number from 1 to 100 (FO-DC500) or 200 (FO-DC600) (press START/ENTER if you entered less than 3 digits).
   (If clearing a number, select it as explained above and then press START/ENTER and STOP.)
6. If the network scanner option is installed, SELECT DESTINATION TYPE will appear. Make sure that FAX is selected and press START/ENTER.
7. Enter the full fax number and press START/ENTER.
8. Enter a name by pressing the letter keys and press START/ENTER.
9. Select YES if this is a Chain Dial number or NO if not, and press START/ENTER.
10. If the dual-line option is installed, select LINE-1, LINE-2, or AUTO and press START/ENTER.
11. Press STOP repeatedly to exit.

GUÍA DE REFERENCIA RÁPIDA

ENVÍO POR FAX

Coloque el documento (hasta 50 páginas tamaño carta) boca abajo en el alimentador de documentos.



(Nota: si utiliza una Marcación normal o una Marcación directa desde el teclado, también puede cargar el documento después de marcar el número).

Pulse RESOLUTION o CONTRAST en caso necesario.

Marcación normal

1. Descuelgue el teléfono supletorio o pulse SPEAKER.
2. Marque el número de fax (si utiliza un teléfono supletorio, márquelo en el teclado numérico del teléfono supletorio).
3. Espere hasta escuchar el tono de recepción (si contestara una persona, pídale que puse la tecla Inicio de su equipo).
4. Pulse START/ENTER.

Marcación por tecla rápida

Pulse la Tecla rápida deseada.

Marcación abreviada

1. Pulse SPEED DIAL e introduzca el número de Marcación abreviada deseado (pulse START/ENTER si introdujo menos de 3 dígitos).
2. Pulse START/ENTER.

Marcación directa desde el teclado

1. Marque el número de fax.
2. Pulse START/ENTER.

MEMORIZACIÓN DE NÚMEROS DE FAX DE MARCACIÓN AUTOMÁTICA

1. Pulse MENU y después ▲ o ▼ hasta que aparezca ENTRY MODE en el display.
2. Pulse START/ENTER. Asegúrese que DESTINATION SETTING esté seleccionado.
3. Pulse START/ENTER. Asegúrese que SET esté seleccionado. (Para borrar un número, seleccione CLEAR).
4. Pulse START/ENTER.
5. Para memorizar un número de Tecla rápida, pulse la Tecla rápida deseada.
   Para memorizar un número de Marcación abreviada, pulse SPEED DIAL e introduzca un número del 1 al 100 (FO-DC500) o al 200 (FO-DC600) (pulse START/ENTER si ha introducido menos de 3 dígitos).
   (Si desea borrar un número, selecciónelo como se ha explicado anteriormente y pulse START/ENTER y STOP).
6. Si ha instalado la opción de escáner de red, aparecerá SELECT DESTINATION TYPE. Asegúrese de que selecciona FAX y pulse START/ENTER.
7. Introduzca el número completo de fax y pulse START/ENTER.
8. Introduzca un nombre pulsando las teclas correspondientes a las letras y pulse START/ENTER.
9. Seleccione YES si se trata de un número de Marcación en cadena o NO si no lo es y pulse START/ENTER.
10. Si está instalada la opción de doble línea, seleccione LINE-1, LINE-2 o AUTO y pulse START/ENTER
11. Pulse STOP varias veces para salir.

GUIDE DE RÉFÉRENCE RAPIDE

Envois de documents

Placez votre document (jusqu'à 50 pages de format papier à lettre) face imprimée vers le bas dans le chargeur de documents.



(Remarque : Pour la composition normale et la composition directe au clavier, vous pouvez également charger le document après avoir procédé à la composition du numéro.)

Pressez les touches RESOLUTION ou CONTRAST si nécessaire.

Numérotation Normale

1. Décrochez le combiné du téléphone supplémentaire ou pressez la touche SPEAKER.
2. Composez le numéro du télécopieur (si vous utilisez un téléphone supplémentaire, composez le numéro sur son clavier).
3. Attendez la tonalité de réception (si une personne répond, demandez-lui de pressez la touche).
4. Pressez la touche START/ENTER.

Numérotation par Touche Rapide

Pressez la touche rapide souhaitée.

Composition Accélérée

1. Pressez la touche SPEED DIAL et entrez le numéro de composition accélérée (pressez START/ENTER si vous avez entré un numéro à 3 chiffres).
2. Pressez la touche START/ENTER.

Numérotation directe au clavier

1. Composez le numéro de télécopieur.
2. Pressez la touche START/ENTER.

ENREGISTREMENT DE NUMÉROS DE TÉLÉCOPIEURS À COMPOSITION AUTOMATIQUE

1. Pressez la touche MENU et ensuite ▲ ou ▼ jusqu'à ce que ENTRY MODE soit sélectionné à l'écran.
2. Pressez la touche START/ENTER. Assurez-vous que DESTINATION SETTING est sélectionné.
3. Pressez la touche START/ENTER. Assurez-vous que SET est sélectionné. (Pour effacer un numéro, sélectionnez CLEAR.)
4. Pressez la touche START/ENTER.
5. Pour enregistrer un numéro à composition par touche rapide, pressez la touche rapide souhaitée.
   Pour enregistrer un numéro à composition accélérée, pressez la touche SPEED DIAL et entrez un numéro compris entre 1 et 100 (FO-DC500) ou 200 (FO-DC600) (pressez la touche START/ENTER si vous entrez moins de 3 chiffres).

   (Si vous désirez effacer un numéro, sélectionnez-le selon la méthode décrite ci-avant et pressez les touches START/ENTER et STOP.)
6. Si l'option scanner réseau est installée, SELECT DESTINATION TYPE apparaîtra à l'écran. Assurez-vous que FAX est sélectionné et pressez la touche START/ENTER.
7. Entrez le numéro de télécopieur complet et pressez START/ENTER.
8. Entrez un nom à l'aide des touches comportant des lettres et pressez la touche START/ENTER.
9. Sélectionnez YES s'il s'agit d'un numéro à composition enchaînée ou NO si ce n'est pas le cas et pressez la touche START/ENTER.
10. Si l'option double ligne est installée, sélectionnez LINE-1, LINE-2 ou AUTO et pressez sur la touche START/ENTER.
11. Pressez la touche STOP de manière répétée pour quitter le menu.

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